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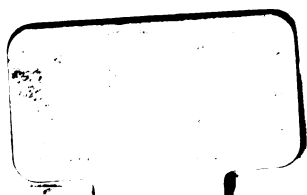
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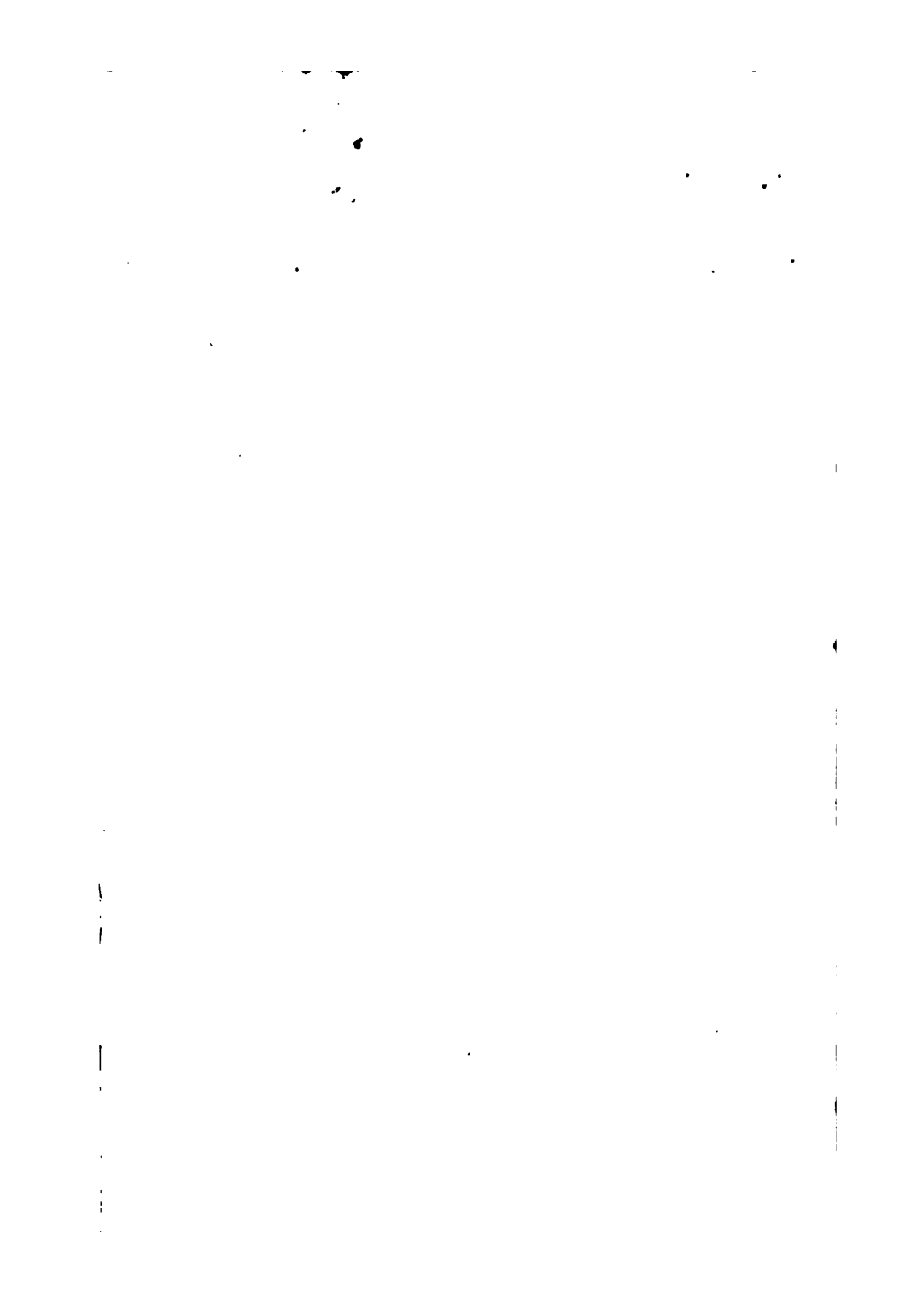
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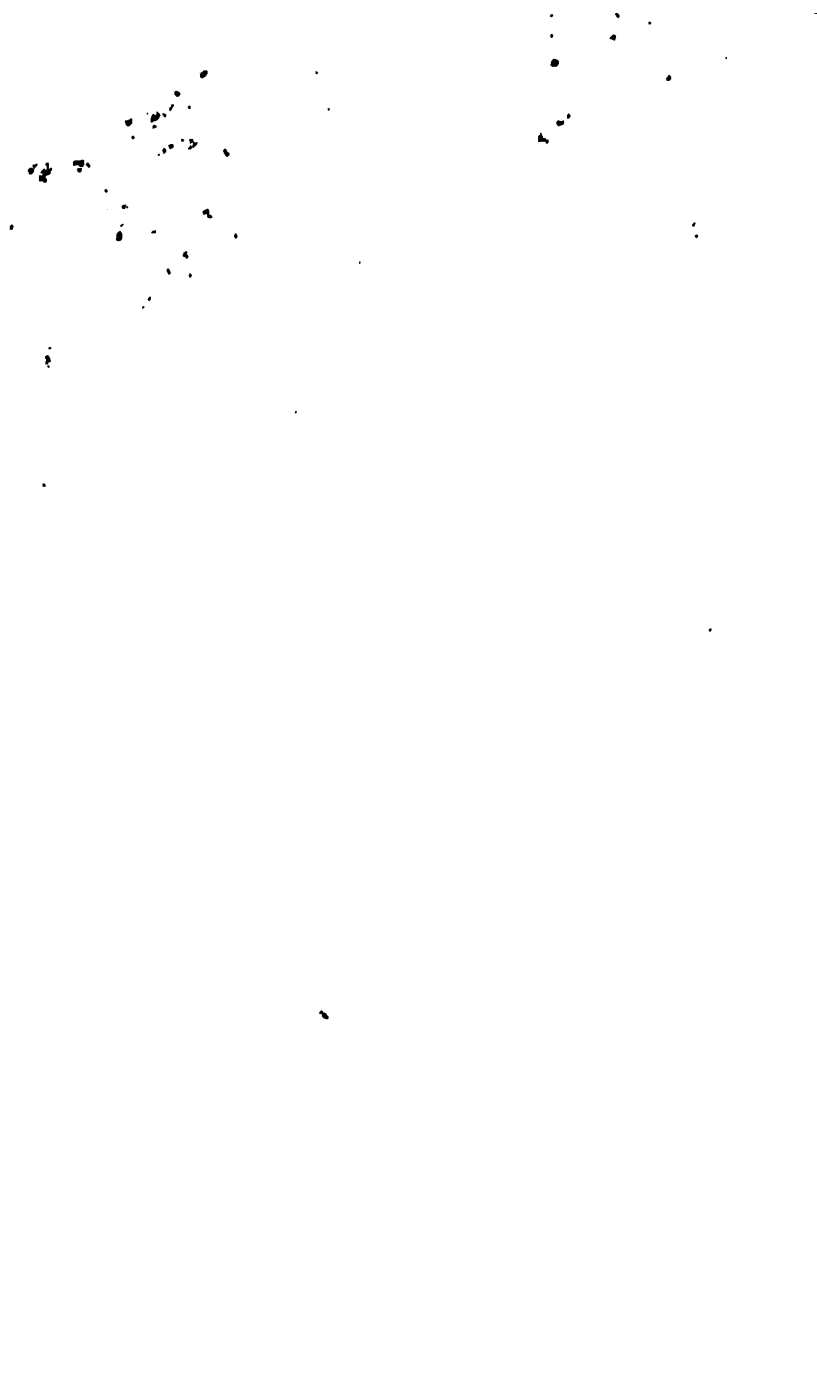












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*RANK OF SECOND LIEUTENANT.*

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**GUIDE TO THE**

**PROFESSIONAL EXAMINATIONS.**

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*PART I.—THE RANK OF SECOND LIEUTENANT.*

*Published Sept. 1, 1880, by*  
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GUIDE  
TO THE  
PROFESSIONAL EXAMINATIONS  
IN  
THE INFANTRY.

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PART I.

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*Containing QUESTIONS and ANSWERS on the subjects  
required to qualify for the*

*RANK OF SECOND LIEUTENANT.*

BY  
LT.-COLONEL J. MILLAR BANNATYNE.

Sixteenth Edition—Carefully Revised



GLASGOW:  
JAMES MACLEHOSE, ST. VINCENT STREET.

Publisher to the University.

1880.

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**THE FIELD MARSHAL COMMANDING IN CHIEF.**



## *P R E F A C E.*

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IN framing the following Questions and Answers, the object has been, not to supersede the books sanctioned by authority, but rather to facilitate their study, by classifying the information contained in them under heads corresponding to those in the Examination Order.

In wording the Answers, care has been taken to adhere as closely as possible to the text of the authorized books. A reference will be found after each Answer to the authority on which it has been framed, except in the case of "Entrenchment and Fortification of an Outpost," where such a minute reference was impracticable. On a few points which the Regulation books do not mention, the writer has ventured to supply information based on the established usages of the service; in every such case an asterisk is appended to the Answer.

In the present (sixteenth) Edition all the alterations rendered necessary by the publication of the Army Discipline Act, and of recent Orders have been made.

*6th August, 1880.*



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## NOTE.

To facilitate reference, the leading words of questions in each page have been printed in black type.

In the questions and answers on drill, in order to distinguish the words of command given by the Instructor of the drill from those given by the company officers, the commands of the first are in small Capital letters, those of the others in Italics.

The following abbreviations have been adopted in the work :—

*Q. Reg.*, Queen's Regulations; *A. D. Act*, Army Discipline Act; *F. Ex.*, Field Exercise; *Musk. Reg.*, Musketry Regulations; *W. O. Circ.*, War Office Circular (old series); *A. Circ.*, Army Circular (new series); *G. O.*, General Order; *C.-in-Chief*, Commander-in-Chief; *C. Officer*, Commanding Officer; *A.-General*, Adjutant-General; *D. A.-General*, Deputy Adjutant-General; *Q.-M. General*, Quarter-Master General; *D. Q.-M. General*, Deputy Quarter-Master General; *D. Judge-Advocate*, Deputy Judge-Advocate; *N.-C. Officer*, Non-Commissioned Officer; *C. Martial*, Court Martial; *N.-E.*, Non-Effective; *G.-C. Pay*, Good-Conduct Pay; *A. H. Corps*, Army Hospital Corps; *A. S. Corps*, Army Service Corps.

## EXAMINATIONS FOR PROMOTION.

---

### Non-Commissioned Officers of the Army.

#### *Extracts from Section 4 of the Queen's Regulations and Orders for the Army.*

" 25. A Non-commissioned officer, before he can be recommended for promotion to the rank of sub-lieutenant, must be in possession of a first-class certificate of education, including English history and general geography; and after being selected by the Commander-in-Chief for a commission, he will be required to pass a satisfactory examination, before a board of officers, in the following subjects :—

- " (a) The duties of regimental orderly officers, of officers commanding guards, and of subaltern officers of guards under officers of superior rank.
- " (b) The various exercises and evolutions prescribed in the first two parts of the 'Field Exercise of Infantry'; rifle drill and practice; and the theoretical principles of musketry as defined in the authorized book of instruction.
- " (c) Those parts of the 'Queen's Regulations and Orders for the Army' which relate to the duties and conduct of a subaltern officer; the Mutiny Act, and Articles of War, so far as is necessary for the performance of the duties of a member of a court-martial.
- " (d) The Regulations for the army in regard to the pay and messing of the troops, the supply of clothing and necessaries, and all details regarding the mode of carrying the various articles of the soldier's kit, arms, accoutrements, and ammunition.
- " (e) The construction of shelter trenches, and the entrenchment and fortification of an outpost.



"51. For the purpose of conducting the examination of N.-C. officers of the army, boards of examination will be assembled as occasion may require, and are to be composed of three members, of whom one will, when possible, be a field officer. On no occasion, when it can be avoided, is an officer of the same regiment as the candidate to be a member.

"52. For the examination of N.-C. officers, boards will satisfy themselves by examination in the field, and *viva voce* questions, that the officer is instructed in the required subjects; and will further prepare one hundred written questions on the various subjects detailed above in paragraph 25 (*ante*). The questions are to be written on half-margin, and the replies inserted opposite to them in the N.-C. officers' handwriting. The board will mark in red ink their correction of any mistakes in the answers, and will certify in each case that 'the candidate has not received any assistance from books or other sources.' The report of the board is to be made on a separate sheet (W. O. F., 263), and when officers of different regiments are examined by the same board, the report in connection with each regiment is to be made separately and forwarded to the general or other officer commanding, who will express his concurrence (or otherwise) in the opinion of the board, and transmit the report to the A.-General.

"53. The board will summarize the result of each written examination in the following form:—

	<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>Tl.</i>
Number of questions answered correctly						
"          " imperfectly						
"          " incorrectly						
"          unanswered						
Total number of questions						100

The manner in which the papers are written and spelt will be taken into consideration by the C.-in-Chief when deciding upon qualifications of the candidates for promotion."

## **EXAMINATIONS FOR APPOINTMENT.**

### **Subalterns of Militia.**

*Extract from Army Circ. 1880, cl. 2.*

"1. Any subaltern officer of a militia regiment (artillery or infantry) who may wish to become a candidate for an army commission will, subject to the conditions hereinafter prescribed, be allowed to compete for a commission in an examination in military subjects.

"2. These competitive examinations will be held twice a year, in the months of March and September, before boards of officers appointed for the purpose at the several stations named in the Appendix A\*, and subject to the rule as to age in para. 5. Candidates will be allowed three trials only, which trials must take place at consecutive examinations.

"3. Examination papers will be prepared by the Director-General of Military Education, and due notice will be given of the days on which the examination will be held.

"4. The subjects of the competitive military examinations and the text books will be—

#### *A.—Until the end of 1880.*

- (1.) The rifle drill and practice, and the theoretical principles of musketry (Musketry Regulations).
- (2.) The Queen's Regulations and Orders for the Army, 1873 (sections 6, 7, 8, 12, 13, 16, 17, 23), with the mode of marching, reliefs and posting sentries. Field Exercise, Queen's Regulations, The Army Discipline and Regulation Act, 1879. Part 1 to section 55 inclusive;

\* *Appendix A.*—Colchester, Aldershot, Dover, Portsmouth, Plymouth, York, Edinburgh, Dublin, Belfast, Cork.

and sections 80, 133, 134, 175, and 181 (Army Discipline and Regulation Act, 1879.)

- (3.) The regulations of the army in regard to the pay and messing of troops. (Royal Warrant for Pay, &c. 1868, Queen's Regulations.) Text books will be ratified hereafter.

*B.—After the year 1880, commencing with the first examination of 1881.*

- (1.) The elements of Field Fortification.
- (2.) Military Topography.
- (3.) The elements of Tactics.
- (4.) Military Law.

"5. An officer who is recommended as a candidate will be required (*a*) to be within the *ages of 19 and 22* on the 1st January immediately preceding the competitive military examination which he may be allowed to attend; (*b*) to have served *two annual trainings*, and to have passed the examination and obtained the certificate (W. O. F., 748) required of a subaltern previous to the end of the second training after his appointment; (*c*) to have passed the *examination before the Civil Service Commissioners* described in Appendix C\*, or to produce an university certificate, as prescribed in Appendix D\*.

"6. The application of a militia subaltern to be admitted to the competitive military examination will be submitted, through the officer commanding his regiment, who will state whether he can recommend the officer as a fit and proper person for a commission in the army; and in forwarding the same, the officer commanding the sub-district and the general officer commanding the district will state their opinion of the candidate. In the event of the officer commanding the regiment being unable to recommend the candidate, the special reasons will be stated.

"7. The application must be forwarded to the Military Secretary, Horse Guards, War-Office, prior to the 1st January and 1st July

\* For Appendices C and D see Army Circ. 1880, cl. 21.

respectively, and should be accompanied by—(a) *certificate of birth*, or in default a declaration made by one of the candidate's parents or guardians, before a Magistrate, giving his exact age. A certificate of baptism cannot be accepted in lieu of a certificate of birth; (b) *certificate of having served two annual trainings* (each training in a separate year); (c) *certificate W. O. form 748* showing also the date on which the finding of the board which granted the certificate was approved; (d) *a certificate from the Civil Service Commissioners* that the candidate has passed the examination described in Appendix C\*, or an university certificate as prescribed in Appendix D\*; (e) *the candidate's address* and an intimation as to which of the stations named in the Appendix A† he would wish to attend for examination.

“8. On the receipt of the application and documents referred to in para. 7, instructions will be issued to the candidate as to the place and time at which he will be required to present himself for the competitive military examination.

“9. The examination before the Civil Service Commissioners referred to in para. 5 (c) will be held twice a year, in the months of April and October.‡

“10. Until further notice, sixty army commissions will be allotted to the successful competitors at each of the half-yearly competitive examinations.”

\* For Appendices C and D see Army Circ. 1880, cl. 21.

† For Appendix A see foot-note *ante*.

‡ Instructions for the guidance of militia subalterns desirous of attending the examination before the Civil Service Commissioners will be found in para. 10 of Army Circ., 1880, cl. 21.



# GUIDE

## TO THE

### EXAMINATIONS FOR PROMOTION.

---

#### PART I.

**The Duties of Regimental Orderly Officers, of Officers commanding Guards, and of Subaltern Officers of Guards under Officers of Superior Rank.**

[*Q. Reg.*, S. 4, § 25 (a).]

---

#### **DUTIES OF REGIMENTAL ORDERLY OFFICERS.**

*Q.* State what **officers** are detailed daily for regimental duty, and describe the nature of that duty.

*A.* The captain of the day and the orderly officer. In addition to certain specified duties, they are required to superintend all regimental details, and are responsible for the order and regularity of the barracks during their tour of duty. [\*]

*Q.* What **N.-C. officers** assist the officers of the day?

*A.* The orderly serjeant and orderly corporal. [\*]

*Q.* Detail some of the **principal duties** of the orderly officer.

*A.* To inspect the provisions, visit the messes, the library, school, tailor's and shoemaker's shops, cells, kitchen, and canteen, and to attend guard-mounting and evening parades; to visit barrack rooms and married quarters, and to inspect the regimental guard by day and night; to attend roll calls; to inspect the piquet, and at tattoo to collect the reports, see lights out, canteen closed, and all regular. When there is no captain of the day the hospital also must be visited. [\*]

*Q.* What is the orderly officer's duty at **inspection of provisions**?

*A.* To ascertain that they are of good quality, of proper weight, and correctly entered in the pass-books; to report any breach of

contract ; and to be present at the issue of the rations. He should see that the orderly men who receive the rations, and the metal meat dishes are clean. [G. O., 69, 1868. \*

Q. If the orderly officer and the captain of the day consider the provisions inferior to contract, what course should they pursue ?

A. In the case of rations they should report to the commanding officer, who will, if he sees fit, assemble a committee to investigate the matter. Articles of messing may be rejected, and must be replaced at once ; but the contractor may afterwards appeal to the commanding officer. [id.

Q. What should be looked to in visiting messes ?

A. That the meals are properly prepared ; that the clothing, necessaries, accoutrements, and arms are arranged according to order, the beds folded, and fresh air admitted into the rooms ; that the men are properly dressed, and all reported present ; and that there is no cause for complaints. [Q. Reg., 7, § 98. \*

Q. What is the rule as to meals of men on guard ?

A. They are carried to the guard by their comrades, or by the orderly men, who parade with the mess-tins, for the orderly officer's inspection, five minutes before the meal hour of the battalion. [\*

Q. How should the men be dressed when at their meals ?

A. With jackets buttoned. [\*

Q. Should the men stand at attention when visited by the orderly officer at their meals ?

A. Yes. [\*

Q. Whose duty is it to report the men present or otherwise ?

A. That of the orderly serjeant of each company. [\*

Q. What is the orderly officer's duty regarding absentees ?

A. To enter their names in his report. [\*

Q. Should the orderly officer be accompanied by any one when visiting the men's messes ?

A. Yes ; by the orderly serjeant or corporal. [\*

Q. When a complaint is made to the orderly officer regarding messing, what course should he pursue ?

A. After making every inquiry, he should report the matter to the captain of the day as soon as possible. [\*

Q. When visiting the cells, school, canteen, kitchens, library, and tailor's and shoemaker's shops, what points should the orderly officer attend to ?

A. Cleanliness, order, regularity, and observance of orders. He should visit each prisoner, and inspect the cells, signing the prescribed report. He should visit the school during school hours, see the master and mistress, and inquire as to the regularity of the attendance. At the canteen he should see the N.-C. officer on duty, and receive his report as to all in his charge. At the

kitchens he should inspect the cooking apparatus whilst the meals are being cooked, and afterwards see that it is cleaned when the meals have been removed. The cooks should be paraded in cooking dresses at some convenient hour for the orderly officer's inspection. [\*

*Q.* At what hour should the orderly officer inspect the **barrack rooms** and married soldiers' quarters?

*A.* The former before morning parade, the latter between the forenoon and evening parades. [\*

*Q.* What should be particularly attended to in visiting the **barrack rooms**?

*A.* That they have been properly cleaned, and that the rules laid down by regulation as to the ventilation and general arrangement of the rooms have been strictly attended to. [*Q. Reg.*, 15, § 9.

*Q.* Who are responsible for the good order of rooms?

*A.* The N.-C. officers in charge, as well as the orderly serjeant and the colour serjeant of the company. [\*

*Q.* Describe the orderly officer's duties at the **guard-mounting** and evening **parades**.

*A.* At the first he should take over from the adjutant the **guards** commanded by N.-C. officers, and march them off to their posts. At the last he must perform such duties as the captain of the day may require of him. [\*

*Q.* Who is responsible for the regularity of the **men for duty**?

*A.* The adjutant. [\*

*Q.* In the absence of the adjutant, whose duty is it to parade the **guard** and **piquet**, and perform the duties of that officer?

*A.* That of the orderly officer, unless another officer has been appointed for the purpose. [\*

*Q.* How often should the orderly officer visit the **barrack guards** commanded by N.-C. officers, and at what hours?

*A.* Once by day and by night: directions should be obtained from the captain of the day as to the hours of visit. [\*

*Q.* Describe the orderly officer's duties when visiting the **guard**.

*A.* He should inspect the men under arms, ascertaining that all are present, sober, and alert; visit the guard room and prisoners, and go round the sentries to see that they are acquainted with and understand the orders of their posts. [\*

*Q.* Should a **sentry** be unacquainted with or misunderstand his orders, what course should the orderly officer pursue?

*A.* He should see that the sentry is instructed at once, and ascertain whether the ignorance of the sentry was the result of neglect on the part of the corporal who posted him. [\*

*Q.* By whom should the orderly officer be accompanied when visiting sentries?



A. By the corporal of the guard. [\*

Q. What is the duty of the orderly officer as to dismissing a relieved guard to its quarters?

A. If the guard is under a N.-C. officer, and no officer is present on the parade, a report will be made to the orderly officer or adjutant previous to dismissal. If the arms are loaded, the charges should be drawn in the orderly officer's presence. [\* *Q. Reg.*, 8, § 31.

Q. What duties has the orderly officer at retreat and tattoo?

A. At retreat, to inspect the piquet; at tattoo, to collect reports, inspect piquet, and see that the canteen is cleared; and a quarter of an hour after, to see that the lights in every room, except the serjeant's mess, in which gas may be burned till eleven o'clock, and in a recreation room in which light is permitted during extra hours, have been extinguished. [\* *Q. Reg.*, 15, § 42. *G.O.*, 47, 1876.

Q. Are reports to the captain of the day verbal or written?

A. A written report of ordinary duties, according to form, should be made to the captain, for the commanding officer's information, before nine o'clock the following morning. If it is necessary to report anything extraordinary, the report should be made verbally at once. [\*

Q. Should the orderly officer's report be sent by him to the captain of the day?

A. It is the custom for the orderly corporal coming off duty to collect the reports and carry them to the captain; but the orderly officer is responsible that his report is despatched in time. [\*

Q. To whom should the orderly officer look for instructions when cases of difficulty occur in the performance of his duty?

A. To the captain of the day. [\*

Q. Should part of the orderly officer's duty be omitted, what is the proper way of accounting for the omission?

A. Where a duty is omitted, it should be so stated in the report. When the omission has been unavoidable, and the cause is evident, no more need be said; but if otherwise, the report should be accompanied by a written explanation. [\*

Q. May orderly officers leave barracks, camp, or cantonment?

A. No. [\* *Q. Reg.*, 8, § 54.

### DUTIES OF OFFICERS ON GUARD.

Q. Describe generally the duties of commanders of guards.

A. To make themselves acquainted with the orders of the guard as well as with those on each sentry's post. The orders of the guard are to be read and explained to the men as soon as the guard has mounted. Every relief is to be inspected on going out and coming in. Commanders are to go their rounds at least twice by

day and twice by night. The greatest vigilance is to be exercised to ensure an exact performance of duty on the part of all under their command, and to prevent drinking and other irregularities. [Q. *Reg.*, 8, §§ 21, 22.]

Q. At what hour should guards mount?

A. As a rule, at 10 A.M.

[*id.*, § 19.]

Q. By whom should guards be inspected and sized before going on duty, and by whom should they be marched from the regimental to the general parade?

A. By the adjutant.

[*id.*, § 20.]

Q. Describe how guards are told off, and formed on the garrison parade for guard mounting, before being handed over to the town or brigade major.

A. The men are told off into guards of equal strength by the adjutant of the day, and formed in column with unfixed bayonets; the senior serjeant of each guard taking command of it. They are then wheeled into line, a serjeant being on the left of the line. The colour is placed at a distance of about two guards in front of the left of the line, in charge of a serjeant, with double sentries. The band in front of the right of the line, at right angles with it, turned inwards opposite the colour; the drums in front of the left of the line, a short distance in front of the colour, turned towards the band. The guards take open order by command of the adjutant, and are handed over by him, with shouldered arms, to the town or brigade major. The adjutant then takes post on the right of the line. [F. *Ex.*, VII., 14.]

Q. How do the officers for duty fall in at the guard-mounting parade, and when?

A. The guards being in line at open order, and the N.-C. officers formed near the saluting base, and opposite the centre of the line facing it, the drums beat the assembly. As it commences, the officers for duty fall in 3 paces in front of the serjeants, and about 3 paces from each other, with carried swords. [*id.*]

Q. What takes place next?

A. The town or brigade major delivers the parole and countersign to the commanders of guards, and points out the guards they are to command. [*id.*]

Q. What officers should be with the right guard?

A. A captain and lieutenant, and also a lieutenant to carry the colour; when there are not sufficient officers for this, the captain and lieutenant for the colour only will be with it, in front of the second files from the right and left, and the lieutenant commanding the second guard will take command of the escort when it goes for the colour, moving together with the lieutenant for the colour, in front of the centre of the first guard. [*id.*]

**Q.** On the command of the field officer of the day, "OFFICERS AND NON-COMMISSIONED OFFICERS, OUTWARDS—TURN, TAKE POST IN FRONT OF YOUR RESPECTIVE GUARDS, QUICK—MARCH," what happens?

**A.** The officers and serjeants turn outwards, the former recovering swords, the latter their rifles. They step off and halt and turn towards the line—the officers opposite their posts in line, the serjeants opposite the right of their guards. As they halt, the officers carry swords, the serjeants shoulder rifles.

[*F. Ex.*, VII., 14.]

**Q.** What is done on the words, "To YOUR GUARDS, SLOW—MARCH"?

**A.** The officers and serjeants step off, recovering swords and rifles at the first pace. When 3 paces from the line, the officers mark time, and the senior serjeants do the same when on the right of their guards; the remainder move through the line to the supernumerary rank. The officers and serjeants halt and front by command, when the former carry swords, and the latter shoulder rifles.

[*id.*]

**Q.** On the command, "OFFICERS AND NON-COMMISSIONED OFFICERS, INSPECT YOUR GUARDS," what takes place?

**A.** The officers and N.-C. officers commanding guards pass down the front rank and back between the ranks, inspecting the men, and then resume their position in front of the line.

[*id.*]

**Q.** When the drummer's call beats, what will the officers of the right guard do?

**A.** On the first tap the captain and lieutenant will recover swords and turn inwards. The lieutenant for the colour, who will be in front of the centre of the company, will step back 1 pace. During the call the captain will move in quick time, and place himself in front of the right file of the second guard, and the lieutenant will place himself 2 paces in front of the lieutenant for the colour, both carrying swords.

[*id.*]

**Q.** On the command, "ESCORT FOR THE COLOUR, CLOSE ORDER—MARCH," what will the officers do?

**A.** They will remain in front.

[*id.*]

**Q.** In marching towards the colour, how far should the escort move out from the line before it wheels to the left?

**A.** The distance of a guard and a half.

[*id.*]

**Q.** In what direction will it move after wheeling to the left?

**A.** Straight towards the colour.

[*id.*]

**Q.** When should the officer halt the escort and open ranks?

**A.** At rather more than wheeling distance from the colour.

[*id.*]

**Q.** Describe the ceremony of saluting and receiving the colour.

**A.** The serjeant-major will move in quick time, by the left flank,

to the front, receive the colour, and return towards the escort. The lieutenant for the colour will move out 4 paces in front of the lieutenant, passing by his right. Having saluted and returned his sword, he will receive the colour from the serjeant-major, place it in his belt, and turn about. The escort will then present arms, the serjeant-major saluting, the remaining serjeants porting arms and turning outwards. [F. Ec., VII., 14.]

Q. On the command, "*Shoulder—arms*," to the escort, where will the lieutenant with the colour go?

A. He will resume his post in rear of the lieutenant, passing by his left. [id.]

Q. What command should be given next to the escort?

A. "*Left wheel, Slow—march*." [id.]

Q. What are the next words of command to the escort?

A. The lieutenant, when 4 paces from the line of officers, will give, "*Right—turn, Left—wheel*," and when the leading file arrives at the left file of the front rank of the line, "*Left—wheel*." [id.]

Q. What then happens?

A. The guard will present arms. The lieutenant of the escort will move along the front of the line of officers, abreast of the second file from the right of the escort, the lieutenant carrying the colour following him abreast of the centre. The front rank of the escort will file between the ranks of the guards, the rear rank 1 pace behind the rear rank of the guards. [id.]

Q. When the head of the escort arrives at the right of the remainder of the line, where do the officers place themselves?

A. The captain will take the place of the lieutenant, and move on with the guard; the lieutenant will mark time when at his original post, and the lieutenant with the colour will move on, passing him by the proper front. [id.]

Q. When the escort has cleared the remainder of the line, what words of command should be given it?

A. "*Halt—front, Dress, Eyes—front*," by the lieutenant; "*Present—arms*," by the captain. [id.]

Q. What is done next?

A. The guards shoulder and, if a general officer is present, salute. After this they take close order, the colour taking post in rear of the fourth file from the left of the right guard. The guards then break into column and march past, the colour changing flank during the second wheel. [id.]

Q. How will the guards then be formed?

A. They will be halted, wheeled into line, and directed to order and stand at ease; the markers will be called to the front, and when they are properly covered in column the line will be ordered to come to attention, turn to the left, and form guards. [id.]

**Q.** How should all guards, reliefs, rounds, and patrols carry their arms in marching?

**A.** At the "slope," with bayonets fixed, except in wet weather, when they will march at the "secure," with unfixed bayonets. The same rule applies to rifle battalions, except that swords are not fixed. [*Rifle Ex.*, 1876, S. 13.]

**Q.** How are guards of four files and upwards marched off?

**A.** In fours to the right. [*F. Ex.*, VII., 14.]

**Q.** How do guards march off when of less than four files?

**A.** To the front in line, or to the right in file. [*id.*]

**Q.** On approaching their posts, how do guards form?

**A.** The new guard, with bayonets fixed, is halted 15 paces from the old guard, dressed, and directed to take open order. [*id.*, 15.]

**Q.** Where the new guard cannot advance in line towards the front of the old guard, how will it move?

**A.** In fours or files, and will halt and front opposite the old guard, or, if necessary, on its left, with an interval of 4 or 6 paces. [*id.*]

**Q.** How will the old guard be drawn up to receive the new?

**A.** At open order on its own parade. [*id.*]

**Q.** Describe what is done in relieving guard, when the ranks of the new guard have taken open order.

**A.** The old guard will present, and the new guard will return the salute, after which both guards will shoulder, and the commander of the old guard will hand to the commander of the new the duplicate of his guard report; the guards will order and stand at ease, and the new guard being told off, the first relief will be sent out. [*id.*]

**Q.** When should the commander of the new guard take over the property in charge of the guard?

**A.** Whilst the first relief is going round. [*id.*]

**Q.** How is he to ascertain that it is correct or otherwise?

**A.** By comparing it with the list in the old guard report. [*id.*]

**Q.** When the relief has returned, what takes place?

**A.** Both guards are called to attention, and shoulder, and the old guard takes close order. [*id.*]

**Q.** How does the old guard then march off?

**A.** In fours or files to the right (or left), whilst the new guard presents arms. [*id.*]

**Q.** When will the new guard shoulder and take close order, after presenting to the old guard?

**A.** When the left (or right) of the latter is clear of the ground on which it stood. [*id.*]

**Q.** What is then done with the new guard?

**A.** It forms fours to the right, wheels to the left, and again

wheels to the left on its leading file arriving at the left of the ground on which the old guard formed; the commander then orders it to halt, front, order, and stand at ease, reads the orders to his men, and dismisses them. [*F. Ex.*, VII., 15.]

Q. When are the orders of the guard read to the first relief?

A. When it comes in.

[*id.*]

Q. How often should sentries be relieved?

A. Every 2 hours; but in bad weather every hour by night, at the discretion of the officer commanding. [*Q. Reg.*, 8, § 26.]

Q. How should a relief be formed?

A. In single rank, if of less than four men: in two ranks, if of four and upwards. [*F. Ex.*, VII., 16.]

Q. How should reliefs be marched?

A. In line when on open ground; in single rank or files when in streets or narrow places. [*id.*]

Q. Where should the corporal of a relief be placed?

A. On the right, if in line; in the proper front of the rear file, if otherwise. [*id.*]

Q. When the first relief of a guard is sent out, what N.-C. officer should accompany it, in addition to the corporal of the relief, and for what purpose?

A. A corporal belonging to the old guard, to bring in the relieved sentries. [*id.*]

Q. Where should the corporal of the old guard be placed in marching with the relief?

A. On the left flank, if in line; in front leading the single rank or front rank, if otherwise. [*id.*]

Q. Is the first relief commanded by the corporal of the old guard or by the corporal of the new?

A. By the corporal of the new guard till the sentries are relieved; after which the corporals change places, and the corporal of the old guard takes command. [*id.*]

Q. In relieving sentries, where does the sentry about to be relieved place himself as the relief approaches?

A. In front of the box, with shouldered arms. [*id.*, 17.]

Q. At what distance from the sentry should the relief be ordered to shoulder arms?

A. At about 10 paces. [*id. Rifle Ex.*, S. 13.]

Q. At what distance from the sentry should the relief halt?

A. At about 6 paces. [*F. Ex.*, VII., 17.]

Q. Describe the method of relieving sentries.

A. The old sentry and the man who is to relieve him are ordered to port arms, the latter moving out from the relief and placing himself at 1 pace from the former, facing him. The old sentry then gives over his orders, the corporal referring to the

board to see if they are correct. At the word "*Pass*," the old sentry takes 1 pace to his left, and then moves to his place in the relief, turning to the rear, and the new sentry takes 1 pace to his front; both then shoulder and front. [*F. Ex.*, VII., 17.]

Q. How soon after leaving the sentry's post may the relief be ordered to slope arms?

A. When it has proceeded about 10 paces. [*Rifle Ex.*, S. 13.]

Q. What should be pointed out to every sentry at the time he is posted?

A. The front of his post and the extent of his walk [*F. Ex.*, VII., 17.]

Q. State generally the orders regarding sentries on post.

A. Sentries walking backwards and forwards must do so in a soldier-like manner; they must not quit their arms, lounge, or converse; nor must they remain in their boxes in good, or even moderate weather. Bayonets are to be fixed, and arms shouldered or sloped. In rifle battalions swords are not to be fixed without special orders, and the arms may be supported at the halt, or carried at the sling or trail in marching. [*id. Rifle Ex.*, S. 13.]

Q. Describe the compliments to be paid by sentries to officers.

A. On approach of an officer, when he is at least 15 paces distant, a sentry, if on the march, will halt, front, and shoulder; if standing at ease, he will come to attention and shoulder. To field, and other officers entitled to the salute, he will present. [*F. Ex.*, VII., 18.]

Q. How should a sentry salute armed parties?

A. He should present arms. [*id.*]

Q. Are parties with side arms to be invariably considered as armed parties?

A. Yes. [*id.*]

Q. How do armed parties return a sentry's salute?

A. When marching at the slope, by shouldering arms; when marching at the trail, by advancing arms, if with long rifles, or shouldering, if with short. [*id.*]

Q. How should a sentry salute unarmed parties?

A. If they are commanded by field officers, he should present; if by any one under that rank, shoulder arms. [*id.*]

Q. How should the commander of an unarmed party return a sentry's compliment?

A. By giving the words, "*Eyes—right (or left)*," and having passed him, "*Eyes—front*." [*id.*]

Q. How should parties marching with arms at the secure, or with side arms, pay and return compliments?

A. As unarmed parties. [*id.*]

Q. May sentries present arms to officers and armed parties after sunset?

A. No; but as long as they can discern an officer they will come to their front on his approach, and stand steady with shouldered arms till he has passed. [*F. Ex.*, VII., 18.]

Q. How does a sentry in a sentry box salute?

A. By coming to attention smartly. [*id.*]

Q. May a sentry return to his guard at the expiration of the usual time, if not relieved?

A. No. [*A. D. Act*, 6 (11).]

Q. What are the orders as to N.-C. officers visiting sentries?

A. In addition to the rounds of the commander, a N.-C. officer and file of men are to visit the sentries frequently, in order to ascertain that they are acquainted with their orders, and are carrying them out in a proper manner. The greatest vigilance is to be exercised by the N.-C. officers to ensure a correct and exact performance of duty by all under them. [*Q. Reg.*, 8, § 22.]

Q. Define generally the duties of hospital sentries.

A. Not to admit any person except the medical officer, chaplain, officers, persons employed in the hospital, and visitors at fixed hours. The latter must be provided with passes. To prevent liquor, &c., being carried into hospital, and not to allow any patient to go beyond the boundaries without a leave-ticket. To stop orderlies carrying bundles from hospital without a pass. [*\* Q. Reg.*, 14, § 9.]

Q. Name some of the orders which should be given to sentries over forage stores.

A. Not to admit forage into them unless passed by a commissary or orderly officer. [*Q. Reg.*, 11, § 34.]

Q. When it gets dark, how do sentries challenge?

A. On the approach of any person, the sentry will port arms, and call out in a sharp tone, "*Halt, Who comes there?*" If on a post where a sudden rush could be made on him, he should come to the charge. If the person approaching gives a satisfactory reply, the sentry should say, "*Pass, friend—All's well,*" remaining at the post or charge till he has passed. [*F. Ex.*, VII., 19.]

Q. If the person approaching a sentry, on being challenged, answers, "*GRAND (or VISITING) ROUNDS,*" what takes place?

A. If there is no countersign, the sentry will say, "*Pass, grand (or visiting) rounds—All's well,*" shouldering his arms at the same time, and presenting as they pass, if they are grand rounds. But when there is a countersign, the sentry will say, "*Stand, grand (or visiting) rounds—Advance one, and give the countersign,*" at the same time coming to the charge, in which position he will receive the countersign. If the countersign is correct, he will say, "*Pass, grand (or visiting) rounds—All's well,*" and shoulder: if they are grand rounds, he will present arms as they pass. [*id.*]



*Q.* If the sentry who challenges the rounds is at or near the guard room door, what takes place?

*A.* On the reply, "GRAND (or VISITING) ROUNDS," the sentry will call out, "*Guard, turn out,*" and as soon as it has fallen in, if there is no countersign, the commander will call out, "*Advance, grand (or visiting) rounds—All's well;*" if there is a countersign, a corporal or serjeant will be sent with the right and left file of the guard according to the position of the rounds. He will move next the front rank man; when at 10 paces from the rounds he will order his men to halt and port arms, and will then challenge, "*Who comes there?*" On the reply, "GRAND (or VISITING) ROUNDS," he will order, "*Should, grand (or visiting) rounds—Advance one and give the countersign.*" The officer or N.-C. officer of the rounds will advance and give the countersign, the two men of the file charging bayonets as he advances. After receiving the countersign, the N.-C. officer of the escort will go back and repeat it to the commander of the guard. [F. Ex., VII., 21.]

*Q.* Should the countersign be correct, what takes place next?

*A.* The commander of the guard will call out, "*Advance, grand (or visiting) rounds—All is well;*" the N.-C. officer of the escort will order his men to "*Shoulder—arms,*" turn inwards, and step back 3 paces each; the rounds will pass between them, and if they are grand rounds the escort will present. The rounds will then advance to the guard, and the escort will be ordered by the N.-C. officer to shoulder, if they have presented, turn inwards, march back, and fall in on the flank of the guard, taking up the present if the guard are at the present. [*id.*]

*Q.* What compliment will be paid to the rounds by the guard?

*A.* To grand rounds the guard will present, to visiting rounds it will remain at the shoulder. [*id.*]

*Q.* What is meant by the grand or visiting rounds?

*A.* When the field-officer of the day visits guards it is called grand rounds, when the captain of the day visits guards it is called visiting rounds. [*id.*]

*Q.* When guards turn out, how do they fall in?

*A.* With shouldered arms at open order. [*id.*]

*Q.* When a guard turns out under command of a N.-C. officer, where does he fall in?

*A.* On its right. [*id.*]

*Q.* Should guards turn out after sunset?

*A.* Not except on approach of a body of troops, in cases of alarm, or to receive rounds. [*id.*]

*Q.* What is to take place on guard at the commencement of the reveille, retreat, andattoo sounding?

A. The guards are to turn out, and to be inspected by the commanders. [Q. *Reg.*, 8, § 25.]

Q. Describe how a guard or piquet is turned in.

A. It is dismissed as a company. [F. *Ex.* II., 28.]

Q. Do guards over crowned heads pay compliments to others?

A. Not except to princes of the Blood-Royal. [Q. *Reg.*, 3, § 1.]

Q. What is the rule as to guards saluting general officers?

A. They are to turn out and pay the proper compliments to general officers in uniform. [id., § 21.]

Q. What compliments are paid by guards to commanding officers of their own regiments?

A. The guards turn out and present arms once a day. [id., § 23.]

Q. Do guards turn out to officers in plain clothes?

A. Not except to members of the Royal Family, the Lord Lieutenant of Ireland, and governors, or lieutenant-governors, within their governments. [id., § 22.]

Q. When guards on the march meet a general officer, how are they to salute?

A. They are to pay the customary salute in passing. [id., § 21.]

Q. When uncased colours pass a guard, how are they saluted?

A. With the utmost respect, arms presented, and drums beating. [id., § 20.]

Q. What are guards to do when armed parties approach?

A. They are to get under arms, and stand with shouldered arms; but they are not to pay compliments between "retreat" and "réveille." [id., § 25.]

Q. Are guards to turn out when unarmed parties pass their posts?

A. No. [id.]

Q. When persons entitled to a salute pass in rear of a guard, is the officer to face his guard about, or beat his drum?

A. No; the men stand shouldered. [id., § 24.]

Q. When persons entitled to a salute pass guards relieving, how are they saluted?

A. Both guards salute by order of the senior officer. [id.]

Q. Are officers of the navy, marines, militia, volunteers, and departments entitled to compliments, when in uniform, from guards and sentries?

A. Guards and sentries pay compliments to officers of the navy, marines, militia, and volunteers, when in uniform, but only sentries pay compliments to officers of the departments.

[id., 3, § 29.]

Q. When a fire breaks out, or alarm is raised in a garrison, or the vicinity of a guard, what should the guard do?

A. It is to be under arms, the barriers are to be shut, and so continue till the fire is extinguished. [Q. Reg., 8, § 27.]

Q. What is the rule as to **custody of prisoners** by a guard?

A. Guards must receive such prisoners as are made over to them by an officer or N.-C. officer. A written charge signed by the officer or N.-C. officer who commits the men should be required. [A. D. Act, 45 (4).]

Q. May an officer of a guard refuse to *receive* a prisoner from an officer or N.-C. officer on the ground that a charge is not given with the prisoner?

A. No. It is sufficient that the prisoner is amenable to military law, and that the person confining him is known and responsible. [*id.* Simmons on Courts-Martial.]

Q. Having received the prisoner, what report must the commander of the guard make regarding him?

A. He must, within twenty-four hours, or as soon as he is relieved, give in, in writing, the prisoner's name and crime, and the name of the person committing him, to the officer to whom he is ordered to report. [A. D. Act, 21 (2).]

Q. May an officer commanding a guard *release* a prisoner committed to his charge without proper authority?

A. He is forbidden to do so. [*id.*, 20 (1).]

Q. If no charge is received against a prisoner, what course should the officer of the guard follow?

A. Report the prisoner and the person confining him, stating that no charge has been received. [*Simmons on Courts-Martial.*]

Q. How should soldiers in a state of *drunkenness* be confined?

A. If possible alone, and in the prisoner's room or cells until sober. [Q. Reg., 6, § 30.]

Q. How often should soldiers confined in a state of drunkenness be visited, and by whom?

A. They are to be visited at least every two hours by a N.-C. officer of the guard and an escort. [*id.*]

Q. When prisoners confined for drunkenness are found to be suffering from disease, what steps should be taken?

A. A medical officer should be forthwith sent for. [*id.*]

Q. Are prisoners, when awaiting trial or sentence in the guard-room, to be supplied with barrack **bedding**?

A. Yes. [G. O., 5, 1869.]

Q. What are the rules as to **patrols** detached to assist civil authorities, or to quell disturbances in which soldiers are concerned?

A. They are to be fully armed; and when employed in the actual suppression of disturbances, they are to be under an officer; but this does not apply to ordinary regimental piquets, &c. [Q. Reg., 8, § 30.]

**Q.** What are the rules as to officers and soldiers **leaving their guard**?

**A.** Commanders are never to quit their guard except for the purpose of visiting sentries, and are then to inform the next in command of their intention and probable time of absence. No soldier may quit his guard without leave, which is to be sparingly granted, and only for special purposes. [*Q. Reg.*, 8, § 23.]

**Q.** May officers or soldiers take off their **clothing or accoutrements** when on guard?

**A.** No. [*id.*, § 24.]

**Q.** Who are responsible that no **drinking** or irregularity is allowed in the guard room?

**A.** The officers and N.-C. officers. [*id.*, § 22.]

**Q.** What is the rule as to supplying **coffee** to soldiers on guard?

**A.** Regimental arrangements should be made to supply hot coffee at some period of the night to each man. [*id.*, § 26.]

**Q.** Describe what is meant by the **guard report**.

**A.** It is a document in a prescribed (W. O.) form, in which are specified the duties performed, the hours at which the officer went his rounds; and the hours at which the guard was visited by officers on duty, or rounds of any description. It should contain a roll of the guard, and a memorandum of the post to which each sentry was detailed, a list of prisoners, with their crimes, and an inventory of public property, &c., in charge of the guard. [*\* id.*, §§ 28, 29.]

**Q.** To whom should an immediate report be made by the commander of any unusual occurrence that may happen at or near a guard?

**A.** To the field officer or captain of the day. [*Q. Reg.*, 8, § 28.]

**Q.** By whom are reports of guards forwarded to the commandant?

**A.** By the field officer of the day. [*id.*, § 14.]

**Q.** On **dismounting**, where and how are all guards to be inspected?

**A.** They are to be marched to their regimental parades, where they are to be inspected, and their arms examined. [*id.*, § 31.]

**Q.** May an officer, on dismounting, dismiss his guard after inspecting it?

**A.** Yes; but he must report to any officer of superior rank who may be on the parade. [*id.*]

**Q.** Name some of the regulations as to the responsibility of the commander for **stores**, in charge of a guard.

**A.** All stores and furniture (including watch-coats) are to be handed over from one commander to another. The commander of the relieving guard will be held responsible for their correctness,

and required to certify in his report the state of each article when taken over. [Q. Reg., 8, § 33.]

Q. What are the duties of **subaltern officers** of guards under officers of superior rank?

A. To carry out the orders of the officer commanding, to bring to his notice any irregularity that may be observed on the part of the N.-C. officers or men, and generally to assist the superior officer in the performance of duty. [\*]

Q. By what, under ordinary circumstances, is the numerical **strength of a guard** regulated?

A. By the number of posts for sentries, three privates being generally allowed for each. The number of N.-C. officers must be in proportion to the number of privates, care being taken that it is sufficient for the duties of the particular guard. [\*]

The various Exercises and Evolutions prescribed in the first two parts of the "Field Exercises of the Infantry"; Rifle Drill and Practice; and the Theoretical Principles of Musketry as defined in the authorized Book of Instruction.

[Q. Reg., S. 4, § 25 (b).]

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#### DEFINITION OF TERMS USED IN THE FIELD EXERCISE OF THE INFANTRY.

**Q.** What is meant by the terms *drill*, *manceuvre*, *evolution*, *tactics*, and *strategy*?

**A.** *Drill* is the instruction and practice of military exercises; *manceuvre*, the application to the field of the principles and movements learnt at drill; an *evolution* is a movement by which troops change their position for attack or defence; by *tactics* is meant the art of handling troops, i.e., of applying, in the presence of an enemy, the movements learned at drill; *strategy* is the science of conducting the great operations of war—movements that take place out of sight of the enemy.

[F. Ex., Definitions.]

**Q.** State what is meant by the terms *battalion*, *brigade*, *division*, *wing*, *column*, *double column*, *company*, *double-company*, *section*, and *squad*.

**A.** A *battalion* is four, or more companies, under command of a field officer, told off into half-battalions; a *brigade* is composed of two or more battalions, and a *division* of two or more brigades; *wings* are the divisions or brigades on the right and left of the centre of an army; a *column* is a succession of companies (or parts of companies), from front to rear, parallel to each other; a *double-column* is two single columns of different battalions abreast of each other; a *company* is a certain number of files, under the command of a captain, divided into half-companies and sections; a *double-company* is two companies of the same battalion abreast of each other; a *section* is the fourth part of a company; a *squad* is a division of a company for purposes of interior economy, or a small number of men formed for drill or work.

[id.]

Q. Define a **file** and a **rank**.

A. A file consists of two men, viz., a front-rank man and his rear-rank man ; a rank is a line of men side by side [*F. Ex., Definitions.*]

Q. Who are the **supernumeraries** ?

A. The officers and N.-C. officers composing the third rank. [*id.*]

Q. Explain the meaning of the terms **distance** and **interval**.

A. *Distance* is the depth between men or corps, from front to rear ; *interval*, the lateral space between men or corps. [*id.*]

Q. Give the definition of the terms **appui** and **pivot**.

A. *Appui* is the point of formation ; *pivot*, the flank man or point on which a wheel is made. [*id.*]

Q. Name the circumstances under which a **flank** is described as being "inner," "outer," "directing," or "reverse."

A. A flank is *inner* when it is that nearest to the point of appui ; *outer*, when it is that opposite to the inner flank ; *directing*, when it is that by which companies march ; *reverse*, when it is opposite to the directing flank. [*id.*]

Q. What is meant by **base company** (or **battalion**) and **base points** ?

A. A *base company* or *battalion* is that from which a formation is regulated. *Base points* are points given by markers as a base for forming line in prolongation of that base. [*id.*]

Q. Describe an **alignment**, and state when battalions and columns are said to be in **line**.

A. An *alignment* is an imaginary straight line lying between two points, or the prolongation of that line, upon which troops are to form or march. A battalion is said to be in *line* when its companies are deployed on the same alignment to their full extent, i.e., in two ranks. Columns are said to be in line when their fronts are on the same alignment. [*id.*]

Q. What is a **deployment** ?

A. Unfolding companies from column into line. [*id.*]

Q. How are the words **the front** to be understood ?

A. The front, with reference to an alignment, is the direction of the supposed enemy. Used as a general term, the word signifies the direction in which soldiers face when occupying the same relative position as when last told off. [*id.*]

Q. Explain the difference between a **change of front** and a **change of position**.

A. A *change of front* implies taking up a new alignment on a base at an angle to, and either touching or intersecting the former alignment. A *change of position* means that the troops move off the ground they occupy and take up a fresh alignment, which neither touches nor intersects the former alignment, but may be either parallel, or at an angle to it, and towards any front. For

drill purposes a change of position generally implies a change of front off the old alignment on a base given by detached points. [F. Ex., Definitions.]

Q. Describe the different descriptions of *echelon*.

A. *Echelon* is when the line is broken into several parts, moving direct to the front or rear in succession. *Oblique echelon* is when the divisions of a line wheel less than the quarter circle, so as to be oblique to the former front and parallel with each other. *Short echelon* is formed by the two centre companies advancing, and the remaining companies of half-battalions following in succession, at 6 paces' distance. [id.]

Q. What is the *diagonal march*?

A. A march by which troops move to a flank at an angle of 45 degrees with their front. [id.]

Q. What is the meaning of the term *dress*?

A. It is the word given to men to correct their alignment. [id.]

Q. What is a *defile*?

A. A narrow pass. [id.]

## RECRUIT OR SQUAD DRILL.

### General Rules.

Q. What *mode of conveying instruction* should be adopted with recruits?

A. Instructors should be clear, firm, and concise in giving directions. [F. Ex., I., Gen. Rules.]

Q. How should recruits be carried on from one lesson to another when at drill?

A. Progressively, so as to understand one thing before they proceed to another. [id.]

Q. What is the rule as to the *duration of recruit drills*?

A. Short and frequent drills are preferable to long lessons, which exhaust the attention. [id.]

Q. When should each recruit be advanced to a higher squad?

A. As soon as he is fit for it. [id.]

Q. Describe the system of *mutual instruction* which is to be adopted with recruits.

A. The recruits should in turn be called out to put their squads through the exercises, and encouraged to point out any errors they may observe. Lists of those who show talent for imparting instruction are to be kept. [id.]

Q. How should all *words of command* be given?

A. Each must be loud and distinctly pronounced. Commands of one word must be preceded by a caution. The caution must be given slowly, the executive word sharply and quickly. A pause



of slow time should be made between the caution and executive word. When the last word of a caution is the signal for a preparatory movement, it should be given as an executive word. [F. Ex., I., Gen. Rules.]

Q. What should be attended to, when the men are in motion, in giving executive words?

A. They should be completed as the men commence the pace which will bring them to the spot on which the command has to be executed. [id.]

### *Position of the Soldier.*

Q. Describe the position of attention in squad with intervals.

A. Shoulders and body square to the front—heels in line and closed—knees straight—toes turned out, so that the feet may form an angle of 45 degrees—arms hanging easily from shoulders—hands open—thumbs to the front and close to forefingers, fingers lightly touching the thigh—hips rather drawn back—breast advanced, but without constraint—body straight and inclining forward, so that the weight of it may bear principally on the fore part of the feet—head erect, but not thrown back—chin slightly drawn in, and eyes looking straight to front. [F. Ex., I., 1.]

### *Standing at Ease.*

Q. Describe how a soldier acts on the words, “*Stand at—ease.*”

A. Raise arms from elbows, left hand in front of centre of body as high as waist, palm upwards; right hand as high as right breast, palm to left front; thumbs separated from fingers, and elbows close to sides. Strike palm of right hand on that of left, drop arms to their extent, keeping hands together, and passing right hand over back of left as they fall; at same time draw back right foot 6 inches, and slightly bend left knee. [F. Ex., I., 2.]

Q. On the words “*Squad—attention,*” what is to be done?

A. Spring up to the first position of the soldier. [id.]

Q. If the words “*Stand easy*” follow the command “*Stand at—ease,*” what are the men permitted to do?

A. To move their limbs, but without quitting their ground, so that upon “*Attention,*” no one shall have materially lost dressing. If the men are required to keep their dressing accurately, they should be cautioned not to move their left feet. [id.]

Q. On the word “*Squad*” to men standing easy, what happens?

A. Each soldier assumes at once the position of standing at ease. [id.]

*Dressing a Squad with Intervals.*

Q. If a squad at intervals is dressed, what words are given?

A. "*Eyes right*," or "*Eyes left—dress*." [F. Ex., I., 3.]

Q. What must be attended to in dressing?

A. That the body is carried backward or forward with the feet, moving with short quick steps—and that the shoulders are kept square in their original position. [id.]

Q. When dressing is completed, what command is given?

A. "*Eyes—front*." [id.]

*Turnings.*

Q. What general rules must be attended to in all turnings?

A. The left heel must never quit the ground; body inclined forward, knees straight. The foot is to be carried back or brought forward without a jerk, the movement being from the hip. The body must be kept steady until it commences to turn. [F. Ex., I., 4.]

Q. Describe how a squad with intervals turns to right or left.

A. "*Right—turn*," place hollow of right foot smartly against left heel. "*Left—turn*," place right heel against hollow of left foot. On the word "*Two*," raise toes and turn a quarter circle in named direction on both heels. [id.]

Q. How is the right and left about turn executed?

A. "*Right about—turn*," place ball of right toe against left heel. ("*Left about—turn*," place right heel against ball of left toe.) "*Two*," raise toes and turn to right (or left) about on both heels. "*Three*," bring up the left (or right) foot smartly in line with the other. [id.]

Q. How is the half right or left turn executed?

A. On "*Half right (or left)—turn*," draw back (or advance) right foot 1 inch. "*Two*," raise toes and turn half right (or left) on both heels. [id.]

Q. When it is necessary to perform the diagonal march to the rear, how are the turnings executed?

A. "*Three-quarters right (or left) about—turn*." Make three quarters turn in the given direction in the same manner as in turning about. [id.]

Q. When it is intended to resume the original front after any of the turnings, what word may be given?

A. "*Front*," after turning about soldiers will always front by right about, unless turned three-quarters right (or left) about, when they will front by three-quarters left (or right) about. [id.]

*Saluting.*

Q. How many motions are there in the salute, **by numbers**?

A. Two [F. Ex., I., 6.]

Q. How does a soldier salute, **judging his own time**?

A. On the words, "*Right hand—salute*," he will go through the two motions. [id.]

Q. How should a **soldier standing** salute an officer?

A. He should turn towards him, come to attention, and salute when the officer is 4 paces from him; he will lower the hand after a pause of 6 paces of quick time. [id.]

Q. What mark of respect should be paid by **soldiers sitting** to an officer who approaches or passes them?

A. They should stand at attention, and salute. [id.]

Q. When a **soldier approaches an officer** for the purpose of addressing him, how should he act?

A. He should salute, making a pause of slow time between the first and second motions, and halt 2 paces from him. [id.]

Q. How should **soldiers walking** salute an officer?

A. As they pass him, commencing the salute at 4 paces before they come up to him. [id.]

**MARCHING.***Length of Pace.*

Q. What is the length of **pace** in the different kinds of marching?

A. Slow and quick time, 30 in.; stepping out, 33 in.; stepping short, 21 in.; double time, 33 in.; side step, 12 in. Side pace to clear or cover another soldier, 24 in. [F. Ex., I., 7.]

*Cadence.*

Q. How many paces are taken in a minute in the slow, quick, and double time?

A. In slow time, 75; in quick, 116; in double, 165.

[F. Ex., I., 8.]

Q. Give the respective distances marched in a minute and in an hour in quick and double time.

	IN A MINUTE.	IN AN HOUR.
A. Quick time, .	96 yards 2 feet.	3 miles 520 yards.
Double time, .	151 yards 9 inches.	5 miles 275 yards.

[id.]

*Marching.*

Q. Describe the **position** of the soldier in marching.

A. His body must be maintained in the position prescribed for

standing at attention. He must be well balanced on his limbs. Arms and hands must be kept steady by his sides. The hand must not partake of the movement of the leg. Movement of leg should spring from haunch, and be free and natural. [*F. Ex.*, I., 10.]

*Q.* May the knees be bent in marching?

*A.* Not except while the leg is being carried from rear to front, when the knee must necessarily be a little bent. [*id.*]

*Q.* Describe how **each step** should be taken in marching.

*A.* The foot should be carried straight to the front, and, without being drawn back, placed softly on the ground, so as not to jerk the body, the toes turned out as when halted. [*id.*]

*Q.* How is the soldier to be taught to march in a **straight line**?

*A.* By first looking down the centre of his feet, then fixing his eyes upon some object on the ground straight to his front at about 100 yards off; he will then select some nearer object in the same straight line, such as a stone, tuft of grass, or other object to march on. [*id.*]

*Q.* What objects are of most importance in the **slow step**?

*A.* Cadence, length of pace, and direction. [*id.*, 12.]

*Q.* What is done when the command is given to **halt**?

*A.* The moving foot will complete its pace, and the rear foot will be brought up in line with it. [*id.*, 13.]

*Q.* Do the men dress on the halt?

*A.* Not unless ordered to "*Dress.*" [*id.*]

*Q.* Describe how the soldier is to be taught to **step out**.

*A.* He must lengthen his pace by leaning forward a little, but without altering the cadence. [*id.*, 14.]

*Q.* What command is given to resume the usual pace?

*A.* "*Slow—step.*" [*id.*]

*Q.* Describe how the soldier is to be taught to **step short**.

*A.* The foot advancing will finish its pace, and afterwards each soldier will take paces of 21 inches. [*id.*, 15.]

*Q.* What command is given to resume the usual pace?

*A.* "*Forward.*" [*id.*]

*Q.* How does the soldier **mark time** in slow cadence?

*A.* On "*Mark—time,*" the foot advancing will complete its pace, after which the cadence will be continued, without advancing, by raising each foot alternately about three inches from the ground, keeping the body steady. [*id.*]

*Q.* What command is given to resume the usual pace?

*A.* "*Forward.*" [*id.*]

*Q.* What is the command for **stepping back**?

*A.* "*Step back, Slow—march.*" [*id.*, 17.]

*Q.* What should be attended to in stepping back?

A. To move straight to the rear, preserving the shoulders square to the front, and bodies erect. [*F. Ex.*, I., 17.]

Q. Describe how a squad stepping back halts.

A. The foot in front is brought back square with the other. [*id.*]

Q. How are soldiers taught to *change feet* in marching?

A. On "*Change—feet*," the advancing foot will complete its pace, and the ball of the rear foot will be brought up quickly to the heel of the advanced one, which will instantly make another step forwards, so that the cadence will not be lost. [*id.*, 18.]

Q. Are the directions for slow applicable to *quick step*?

A. Yes; the difference is in cadence.

[*id.*, 19.]

Q. Describe how men execute the *double march*.

A. "*Double—march*," the men step off together with left feet; at the same time raising their hands as high as the waist, carrying back the elbows, and clenching the fists—flat part of the arm to the side; heads erect and square to the front; the knees being more bent and the body more advanced than in the other marches. [*id.*, 20.]

Q. How do soldiers act on receiving, "*Squad—halt*," when marching in double time?

A. They halt in the usual manner, at the same time dropping the hands and extending the fingers. [*id.*]

Q. How do soldiers "*Mark—time*" in double cadence?

A. As in slow and quick time.

[*id.*]

Q. Describe how soldiers *close by the side step*.

A. "*Right close, Quick—march*," each will carry his right foot 12 inches to the right, and instantly close his left foot to it, and proceed to take the next step in the same manner; knees may not be bent except on broken ground. [*id.*, 21.]

Q. What command is given for closing given paces to a flank?

A. "*—Paces right (or left) close, Quick—march*," the men halt without command. [*id.*]

### *Turning when on the March.*

Q. Describe how men "*Turn*," when on the march.

A. "*Right (or left)—turn*," turn in the named direction and move on, without checking the pace. "*Front—turn*," turn again to the front. [*F. Ex.*, I., 22.]

Q. What is the rule as to the foot on which a soldier turns?

A. He turns to the right on the left foot, and *vice versa*. [*id.*]

Q. What must be observed in giving the commands, "*Right (or left)—turn, Front—turn*"?

A. The word "*Turn*" must be given as the foot is coming to the ground, on which the soldier is to turn. [*id.*]

**Q.** How do soldiers half-turn to right or left and turn about?

**A.** "*Half right (or left)—turn,*" make a half-turn in the named direction, and move on without checking the pace, taking up fresh points at once to march on. "*Right (or left) about—turn,*" turn about in 3 paces, without losing cadence, and move in the opposite direction, the fourth being a full pace. [*F. Ex., I., 22.*]

## SQUAD DRILL IN SINGLE RANK.

### *Formation of Squad in Single Rank.*

**Q.** Describe how a squad is formed in single rank.

**A.** It falls in, without intervals, each man being allowed a space of 24 inches. The right or left hand man being placed, the remainder fall in in line one after the other, closing lightly towards him, turning the elbow slightly outwards. Each should feel his right or left-hand man at the elbow. [*F. Ex., I., 24.*]

### *Dressing when halted in Single Rank.*

**Q.** How is dressing performed in single rank?

**A.** Each soldier glances towards the flank to which he is to dress, with a slight turn of the head. He must carry his body backward or forward with the feet, moving with short, quick steps. Bending backward or forward must be avoided. His shoulders must be square, and position retained throughout. [*F. Ex., I., 25.*]

**Q.** Whether are the faces or the breasts or feet the line of dressing?

**A.** The faces; each man is to be able just to distinguish the lower part of the face of the second man beyond him. [*id.*]

**Q.** What command is given when dressing is completed?

**A.** "*Eyes—front,*" turn heads and eyes to front. [*id.*]

**Q.** When soldiers are on the alignment they have to occupy, and dressing is simply to be corrected, what words are given?

**A.** "*Right (or left)—dress,*" unless "*Halt*" precedes the command to dress, when "*Dress*" only will be given. [*id.*]

**Q.** When soldiers dress should they do so successively?

**A.** Yes. [*id.*]

### *Marching of a Single Rank.*

**Q.** In marching to front or rear how is dressing preserved?

**A.** By the touch. [*F. Ex., I., 27.*]

**Q.** Before a squad is ordered to march, how should the directing flank be indicated?

**A.** By the words, "*By the right, (or by the left).*" [*id.*]

Q. How should a soldier recover his place in the rank when he loses his touch, or finds himself behind or before the other men?

A. Very gradually. [F. Ex., I., 27.]

### *A Single Rank, at the Halt, Changing Front.*

Q. State how a single rank halted changes front by **wheeling forward**.

A. "*Right (or left)—wheel. Slow (quick or double)—march,*" the right (or left) hand man, called the pivot man, will mark time, turning gradually with the squad to the new front; the remainder will step off, turning their eyes to the outward flank, except the outer man, who will look inwards, and step the usual pace, the other men regulating their pace according to distance from the pivot, to which the touch is kept. Crowding must be avoided. Each man must yield to pressure coming from the pivot flank, and resist all pressure from the outer flank. [F. Ex., I., 28.]

Q. When men are required to **wheel to the rear** of the alignment they occupy, how is it done?

A. They are turned about and wheeled forward, receiving "*Halt front—dress,*" followed by "*Eyes—front*" when in position. [*id.*]

Q. Describe how a single rank, halted, changes front (suppose to the right) **by file formation**.

A. On "*Right—form,*" the right-hand man turns to the right; the remainder make a half-turn in the same direction; on "*Quick (or double)—march,*" all except the right-hand man step off; each man, glancing to the right, moves by the shortest line to his place in the new front, and dresses by the right. "*Eyes—front*" is then given. [*id.*]

### *A Single Rank, on the March, Changing Direction.*

Q. When a single rank is to change direction, how is the movement executed?

A. "*Right (or left)—wheel,*" wheel as from the halt. "*Forward*" should be given when the men are commencing the pace which will bring the front of the squad perpendicular to the direction in which it is to move; the whole then turn their eyes to the front, and step off at a full pace. [F. Ex., I., 29.]

### *Diagonal March in Single Rank.*

Q. What command is to be given for the diagonal march?

A. "*Half-right—turn,*" followed, if at the halt, by "*Slow (quick or double)—march.*" [F. Ex., I., 30.]

Q. State how men move in the diagonal march.

A. They move in the diagonal direction, and no longer touch. Each should glance to the leading flank, and keep his right shoulder, if moving to the right, behind the left shoulder of his neighbour on that side. [F. Ex., I., 30.]

Q. Which is the directing flank during the diagonal march?

A. The leading flank for the time being. [id.]

### *Single Rank Marching and Wheeling as in File.*

Q. What are the words of command for marching as in file?

A. "Right (or left)—turn," followed, if at the halt, by "Slow (or quick)—march." [F. Ex., I., 31.]

Q. State how marching as in file is performed.

A. If from the halt, the whole step off together. Care must be taken to avoid increasing or diminishing distance between each other. The leader is to march on some object, and the men to cover correctly; no looking down or leaning back to be allowed. [id.]

Q. How may a soldier know when he is covering exactly?

A. When the head of the man before him conceals the heads of all others in his front. [id.]

Q. May a squad practise marching as in file in double time?

A. No. [id.]

Q. How is wheeling as in file executed?

A. "Right (or left)—wheel," or "Right-about (or left-about)—wheel." The leading man will move round a quarter (or half) of the circumference of a circle, having a radius of 4 feet; the other men following on his footsteps in succession, without increasing or diminishing distance, or altering cadence, but shortening the pace a little with the inner foot as they wheel. [id., 32.]

### *Single Rank Marching as in File forming Squad.*

Q. How do men marching as in file form to the front, at the halt?

A. "At the halt, Front form—squad," the leading man at once halts; the remainder make a half-turn to the left and form upon him in succession. [F. Ex., I., 33.]

Q. How do men marching as in file form to the front, in quick time?

A. "Front form—squad," the leading man marks time; the remainder make a half-turn to the left and form upon him, marking time and dressing as they arrive. As soon as the squad is formed, "Forward" may be given. [id.]



Q. When a squad marching as in file is to form to the front in double time, how is the movement executed?

A. "*On the march, Front form—squad,*" the leading man moves on—the remainder make a half-turn to the left, double up, and take up the quick time successively as they arrive in line with leading man. [F. Ex., I., 33.]

Q. How do men marching as in file form to the rear, in quick or double time?

A. "*Rear form—squad, Forward;*" or "*On the march, Rear form—squad,*" the men form as in forming to the front, except that each makes a half-turn to the right and forms on the right of the leading man. [id.]

Q. State how a squad marching as in file forms to the right.

A. "*Right form—squad,*" the leading man wheels to the right, takes 2 paces to his front, and halts. The remainder form on his left in succession, and are dressed as they get into their places. [id., 36.]

Q. How does a squad marching as in file form to right about?

A. "*Right-about form—squad,*" the leading man wheels to the right about, takes 2 paces to his front, and halts. The remainder march on as in file, wheel to the right on the spot where the leading man has wheeled, and form on his left successively, looking to the flank of formation for their dressing. [id.]

### *Marching with Arms in Single Rank.*

Q. When marching in double time, at the "trail," should the soldier raise the arm which is not carrying the rifle?

A. No. [F. Ex., I., 36.]

Q. When men fall in with arms, how should they carry the rifles?

A. At "the order." [id.]

## **SQUAD DRILL IN TWO RANKS.**

### *Formation and Dressing of Squad in Two Ranks.*

Q. Describe the formation of a squad with arms in two ranks.

A. The men fall in, taking places in succession, commencing from the flank on which they are to form. Each rear-rank man will be 1 pace of 30 inches from his front-rank man, and will cover him correctly, the two men thus forming "a file." [F. Ex., I., 37.]

Q. How is distance between front and rear rank measured?

A. From heel to heel. [id.]

*Q.* When the squad consists of an uneven number of men, where should the odd man (or blank file) be placed?

*A.* Third from left of front rank. [*F. Ex.*, I., 37.

*Q.* What file will always be the centre of the squad?

*A.* That on the left of the right half-squad. [*id.*

*Q.* Describe how **dressing** in two ranks is performed.

*A.* The front rank dress as a single rank; the rear rank continue looking to their front, and cover and correct their distances as the front rank take up their dressing. [*id.*, 38.

### *Marching to Front and Rear in Two Ranks.*

*Q.* How should the **touch** be preserved in two ranks?

*A.* The front rank touch towards the pivot flank, the rank in rear preserving their distances, and covering. [*F. Ex.*, I., 39.

*Q.* When retiring in line, how should the **blank file** act?

*A.* After turning about, he should step up and occupy the vacant space in the rear rank, resuming his place on turning to the front. [*id.*

### *Taking Open Order.*

*Q.* How does a rear rank take **open order**?

*A.* "*Open—order*," the flank men of the rear rank step back 2 paces in slow time, and turn to the right. "*March*," the flank men front and raise the disengaged arm horizontally from the elbow, and the rear rank step back 2 paces. The rear rank dress by the right, on "*Rear rank—dress*." Care must be taken not to move the flank men. "*Eyes—front*," eyes are turned to the front, and the flank men drop their arms. [*F. Ex.*, I., 40.

*Q.* Before directing a squad to take open order when with arms, what order must always be given?

*A.* To shoulder arms. [*id.*

*Q.* Describe how the rear rank takes **close order**.

*A.* "*Close order—march*," the rear rank steps forward 2 paces in slow time. [*id.*

### *Changing Front by Wheeling or File Formation.*

*Q.* How does a squad in two ranks wheel or form (forward) from the halt, or wheel on the march?

*A.* The front rank wheels or forms as a single rank. The rear-rank men, in wheeling, follow their front-rank men, keeping their proper distances and covering; in forming, they will preserve their diagonal position. [*F. Ex.*, I., 42.

*The Diagonal March in Two Ranks.*

Q. Describe the diagonal march by a squad in two ranks.

A. It is the same as in single rank, but the rear rank must preserve its relative position with the front rank. [*F. Ex.*, I., 43.]

*File Marching, Wheeling in Files, and Files Forming Squad.*

Q. What should the rear-rank men attend to in **file marching**?

A. To dress by the front-rank men. [*F. Ex.*, I., 44.]

Q. During a **wheel in file**, how should the inner rank step?

A. Rather shorter, especially with the inner foot. [*id.*]

Q. If a squad is halted or ordered to mark time when only some of its files have wheeled into the new direction, how should the remainder be taught to cover off?

A. By the diagonal march, on the command, "*Rear files—cover*"; unless the squad is to be ordered to front after halting, in which case the men will move to their places on "*Dress*." [*id.*]

Q. How do **files form** to the front or rear?

A. In forming to the front the front-rank men form as a single rank; the rear-rank man of the leading file moves into his place as soon as there is room for him; the other rear-rank men preserve their relative positions with the front-rank men. In forming to the rear, the rear-rank men act as laid down above for the front rank, and *vice versa*. [*id.*]

Q. How do files form to the right or left, or to the right or left about?

A. The rear rank will form as a single rank. The front-rank men will move round their respective rear-rank men, and form successively in front of them. [*id.*]

*The Formation of Fours.*

Q. In numbering, which are **right files** and which are left?

A. Odd numbers are right, even numbers left. [*F. Ex.*, I., 45.]

Q. If numbering leaves an **odd number**, what happens?

A. The left file but one, although an even number, will be a right file; and the left file of the squad, although an odd number, will act as a left file. [*id.*]

Q. When numbering leaves an odd number in the squad, which file is called "the odd file"?

A. The third from the left, whether complete or blank. [*id.*]

Q. What is the rule as to certain men being considered as **comrades** in the field, with a view to their acting together when required?

A. The four men composing a right and left file are comrades, and should take notice of each other when told off. [*F. Ex.*, I., 45.]

Q. How is four deep formed and two deep re-formed at the halt?

A. "*Fours*," rear rank steps back 1 pace of 18 in.; "*Deep*," left files take a pace of 24 in. to rear with left feet, and 24 in. to right with right feet. "*Squad—front*," left files move up in line with right files by taking a pace of 24 in. to left with left feet, and a pace of 24 in. to front with right feet. The rear rank then close by taking a pace of 18 in. to front with left feet. [*id.*]

Q. Describe how fours are formed to the rear.

A. "*Fours*," the rear rank step back 1 pace of 18 in.; "*About*," the squad turn right about, and left files form on right files by taking a pace of 24 in. forward with right feet, and 24 in. to left with left feet. [*id.*]

Q. State how fours are formed to the right.

A. "*Fours*," the rear rank step back 1 pace of 18 in.; "*Right*," the squad turn to right, and left files form on right of right files by taking 1 pace of 24 in. to right with right feet, and 24 in. to front with left feet. [*id.*]

Q. State how fours are formed to the left.

A. "*Fours*," the rear rank step back 1 pace of 18 in.; "*Left*," the squad turn to left, and left files form on left of right files by taking 1 pace of 24 in. to left with left feet, and 24 in. to rear with right feet. [*id.*]

Q. How do fours re-form two deep from the rear, right or left?

A. "*Squad—front*," the squad fronts. Left files move up in line with right files by taking a pace of 24 in. to left with left feet, and 24 in. to front with right feet. The rear rank then close by taking a pace of 18 in. to front with left feet. [*id.*]

Q. How should a squad form fours when marching?

A. "*Fours*," the rank in rear steps short 2 paces; if "*Deep*" follows, the right files mark time 2 paces, while the left files move to their places; but if "*Right*" (or "*left*") follows, the squad first turn in the direction ordered, after which the right files mark time 2 paces, while the left files move to their places. [*id.*]

Q. When a squad marching in fours to a flank receives "*Half-right* (or *left*) turn," how do the men act?

A. Each makes a half-turn, as in the diagonal march. [*id.*]

Q. When a squad marching in fours, diagonally or direct, to a flank, receives "*Front* (or *rear*)—turn," how will the men act?

A. They turn as ordered; right files mark time 2 paces, for left files to resume their places and the rear rank its distance. [*id.*]

Q. When a squad marching to the front or rear, or to a flank, in fours, receives "*Form two—deep*," how will the men act?

A. The left files will fall back or step up to their places in file and the rear rank will close on the front rank, the right file, marking time 2 paces. [F. Ex., I., 45.]

Q. How does a squad marching in file form four deep?

A. "Fours," the rear rank will incline from the front rank, and on "Deep," the left files will move to their places in fours, the right files marking time 2 paces. [id.]

Q. When a squad moving to a flank by the diagonal march is ordered to form fours to that flank, how is it done?

A. On "Right (or Left)" the men turn into file, and then form four deep without word of command. [id.]

Q. When men marking time are ordered to form fours, how is it done?

A. The rear rank steps back 18 inches on the word "Fours." The formation is then completed in the usual way. [id.]

### *Fours Wheeling and Forming Squad.*

Q. May a squad moving to a flank by fours wheel in the same manner as in files?

A. It may—each four wheeling successively round the same point. On the word "Forward," the leading four will march straight forward in the direction in which it is then turned, the remainder following. [F. Ex., I., 46.]

Q. If a squad is halted or ordered to mark time when only some of the fours have wheeled, on what words will the remainder cover?

A. "Rear fours—cover." [id.]

Q. How do fours moving to a flank form to the front, rear, right, left, or right or left about?

A. On the command the squad forms two deep, and then forms as usual. [id.]

### *A Squad formed in Fours Closing on a Flank or on the Centre, and Re-forming Two Deep.*

Q. State how a squad formed in fours closes on the right, left, or centre, and reforms two deep from the halt.

A. "On the right (left or centre), Close, Quick—march," the four men on named flank, or in the centre, stand fast; the remainder close on them, by the side step. "From the right (left or centre), Re-form two deep, Quick—march," the four men on named flank stand fast, remainder open out by side step, and the left files move up to their places in line, in succession. The rear rank steps to the distance at the same time. [F. Ex., I., 47.]

Q. State how a squad formed in fours closes on the right, left, or centre, and re-forms two deep on the march.

A. "On the right (left or centre)—close," the files on named flank move steadily forward at the stepping short pace; remainder close on them by the diagonal march. "From the right (left or centre, Re-form—two deep," the file on the named flank, or in the centre, moves steadily forward at the stepping short pace, remainder incline outwards by the diagonal march, and the left files move up into the intervals, the rear rank men regaining their distance. In both cases the word "Forward" is given when the movement is completed. [F. Ex., I., 47.]

### Breaking off Files.

Q. In breaking off files, from which flank are they taken?

A. From either flank. [F. Ex., I., 48.]

Q. Describe the method of breaking off files (say 3).

A. "Three files on the left, Right—turn, Left—wheel," the named files turn to right and wheel to left, following left flank of remainder of squad. [id.]

Q. A certain number of files being broken off (say from the left flank), how may the front of a squad be further reduced?

A. By breaking off additional files from the same flank. The files already in rear mark time, then incline to their right, and follow in rear of the files last broken off. [id.]

Q. How may files that are broken off be ordered to the front?

A. "Three files to the front," the named files make a half-turn, and double up into their places in line; the remaining files in rear incline to the left, and step out, till they cover the two files on the flank. All the files may be brought to the front at once by the words, "Files to the front." [id.]

### SQUAD DRILL IN EXTENDED ORDER.\*

Q. What is the object of moving in extended order?

A. To enable soldiers to take advantage of cover.

[F. Ex., I., Squad Drill.]

Q. How should men make use of cover when skirmishing?

A. They are to avail themselves of the slightest inequality of ground and the smallest patch of cover, and should be taught how to make the best of it. In advancing or retiring, they should run or creep from one point of cover to another, without unnecessary exposure? [id.]

\* For Company Drill in extended order, see "COMPANY DRILL," farther on in this Section. For Battalion Drill in extended order, see Part 2 of this work.

**Q.** How should a squad be **told off** for drill in extended order?

**A.** Into a right and left half squad. [*F. Ex.*, I., *Squad Drill*.]

**Q.** How are the men to **carry their arms** when moving in extended order?

**A.** At "the trail."

[*id.*]

**Q.** How should men in extended order stand **when halted**?

**A.** At ease, unless ordered to kneel or lie down; on the last executive word of command, they will come to attention, and proceed with the ordered movement.

[*id.*]

### *Extending.*

**Q.** In extending, what are the **respective duties of the front and rear-rank** man of a file as regards direction and interval?

**A.** The front-rank man will keep the direction, the rear-rank man will regulate the interval. [*F. Ex.*, I., 49.]

**Q.** What **space** is each file considered to occupy in extended order?

**A.** 30 inches.

[*id.*]

**Q.** In extending, what **interval** should be kept between files?

**A.** In extensions, for attack, four paces will be allowed to each file (that is to say, three paces in addition to the pace occupied by the file); for skirmishing, the interval may be increased according to circumstances.

[*id.*]

**Q.** In extending, should the extension be from **flank or centre**?

**A.** For the attack, from a flank; in other cases, from flank, centre, or any named file.

[*id.*]

**Q.** How do men extend **from the halt**?

**A.** If for the attack, "FROM THE RIGHT (OR LEFT), FOUR PACES, —EXTEND." If for skirmishing, "FROM THE RIGHT (LEFT CENTRE, or No. — FILE), — PACES—EXTEND." The file on the named flank, or the centre or named file, will stand, kneel, or lie down as ordered. The remainder turn outward and step off in quick time, covering, without opening out. As each file completes the fourth pace of extension (or gains the ordered interval), it will halt, front, and stand at ease, or lie down, as may have been ordered for the file of extension.

[*id.*]

**Q.** Describe how men extend **on the march**.

**A.** On the command, the file on the named flank, or the centre or named file, continues to move forward in quick time; the remainder half-turn in the required direction, and turn to the front as they gain their intervals, the whole keeping in line with the directing file. If the squad is moving in quick time, the extending files, as they half-turn, break into double time; if in double time, they quicken the pace, resuming the original time in each case, as they turn to the front.

[*id.*]

**Q.** How may intervals be increased between extended files?

**A.** "To — PACES FROM THE —, EXTEND." The files open out from the named file, as in extending. [*F. Ex.*, I., 49.]

**Q.** May dressing or correction of intervals be made in extended order at the halt?

**A.** No; only when the squad is in motion. [*id.*]

### *Closing.*

**Q.** Describe how men in extended order close from the halt.

**A.** "ON THE RIGHT (LEFT, CENTRE, or No. — FILE) — CLOSE," the named file will rise and stand at ease. The remainder rise, turn towards it, and close in quick time, halting, fronting, and standing at ease as they arrive at their places. [*F. Ex.*, I., 50.]

**Q.** How may a change of front be effected during closing from extended order?

**A.** By turning the file on which the squad is to close in the required direction. [*id.*]

**Q.** How do men in extended order close on the march?

**A.** The named file continues to move on; the remainder make a half-turn towards it, and close in double time, turning to the front and resuming the quick as they arrive. If the squad is closed while retiring, it will move in the same way, continuing to retire, rear rank leading. [*id.*]

### *Advancing and Retiring.*

**Q.** How does a squad in extended order advance or retire?

**A.** "SQUAD—ADVANCE (or RETIRE)." The men step off in quick time (having, in the case of retiring, turned about), and keep their intervals from the centre. [*F. Ex.*, I., 51.]

**Q.** When men extended are in movement, and the halt is ordered, how should they act?

**A.** Halt (or halt and front), and stand, kneel, or lie down, as ordered, taking advantage of any cover. [*id.*]

### *Moving to a Flank.*

**Q.** Describe how a squad in extended order moves to a flank.

**A.** "RIGHT (or LEFT)—INCLINE." The squad makes a half-turn, and moves to the flank indicated, until "ADVANCE" or "RETIRE" is given. If "INCLINE" is repeated, the skirmishers will move direct to the flank. [*F. Ex.*, I., 52.]



*Changing Front or Direction.*

Q. In what **two ways** may a line of skirmishers change front or direction?

A. By wheeling or by file formation. [*F. Ex.*, I., 53.]

Q. Describe the method of changing front or direction in extended order **by wheeling**.

A. "RIGHT (or LEFT)—WHEEL," the men come gradually round, the outer file regulating. "FORWARD" or "HALT" is then given. If the line is to be thrown back, it will be turned about before wheeling. [*id.*]

Q. How do skirmishers change front or direction **by the file formation**?

A. "CHANGE FRONT TO THE RIGHT (or LEFT) ON THE TWO RIGHT (or LEFT) FILES," the named files are placed in the required direction. "DOUBLE" the remainder move to their places by the nearest way. If on the march, the whole move forward till "DOUBLE" is given, when the named files are rapidly placed, and the movement proceeds. [*id.*]

Q. May the front or direction of skirmishers be changed **by throwing back** the whole or part of the line?

A. Yes, in the usual way, on "CHANGE FRONT TO THE LEFT (or RIGHT) ON THE TWO RIGHT (or LEFT) FILES," or "CHANGE FRONT TO THE RIGHT (or LEFT) ON THE TWO CENTRE (or No.—, AND No.—) FILES." [*id.*]

**DISMISSING.**

Q. How is a squad **without arms** dismissed?

A. "Right—turn," followed by "*Dismiss*." On the latter word, the front rank take a side pace to the left, and the rear rank a side pace to the right. After a pause the squad will break off quietly. A single rank breaks off as a front rank. [*F. Ex.*, I., 54.]

Q. Describe how a squad **with arms** is dismissed.

A. Having been turned to the right, "*Dismiss*," on which the men port arms, at the same time taking a side pace outwards by ranks, and after a pause break off. The men must leave the parade quietly, carrying their rifles at the "*advance*" (or "*shoulder*" in rifle battalions). [*id.* *Rifle Ex.*, S. 6.]

**COMPANY DRILL.***General Rules.*

Q. How should a company be **sized**?

A. From flanks to centre, front and rear rank men being nearly the same height. [*F. Ex.*, II., *Gen. Rules*.]

**Q.** When a company is first sized, what is done?

**A.** Place the men in single rank according to height, tallest on right, shortest on left; direct right-hand man to take 3 paces to front, the next to place himself 3 paces in front of left of rank as a left-hand man, the third tallest to place himself 1 pace in rear of right-hand man, the fourth in rear of the left-hand man; then place the next two on the inner side of the front rank men, of the formed file, the next two as their rear-rank men, the taller in each case taking the right; and so on. Lastly, cause the half-companies to close inwards on each other, and dress, the rear rank covering correctly; the blank file, if there is one, to be the third from the left. [F. Ex., II., Gen. Rules.

**Q.** Describe the **formation and telling off** of a company.

**A.** The company falls in, in two ranks, at close order, files nearly touching, and is numbered from right to left. It is then told off into two half-companies and four sections. [*id.*

**Q.** When a company cannot be divided into half-companies of equal strength, which half-company should be the stronger?

**A.** The right half-company. [*id.*

**Q.** When a half-company is divided into sections of unequal strength, which of the two should be the stronger?

**A.** The outer section. [*id.*

**Q.** What file is always considered the centre of a company?

**A.** The left file of the right-half company. [*id.*

**Q.** How should subalterns and serjeants of a company be formed?

**A.** In a third or supernumerary rank. [*id.*

**Q.** What is the principal duty of the **supernumerary rank**?

**A.** To control the expenditure of ammunition, to correct mistakes that occur during movements, and to take note of awkward men. [*id.*

**Q.** What terms are used for drill purposes to denote the different **officers of a company**?

**A.** The commander is termed "the captain," the senior subaltern "the right guide," and the junior subaltern "the left guide." [*id.*

**Q.** Who are to be told off as "right" and "left" **markers**, and what are their duties?

**A.** Two serjeants are to be told off. They are to give points as required, each for his own flank of the company (except the leading marker of a company moving from line into column). [*id.*

**Q.** In the **absence of an officer** or serjeant, by whom should his place be taken?

**A.** By the next in rank. [*id.*

**Q.** Do **N.-C. officers** move out of the line at open order?

A. No. [*F. Ex., II., Gen. Rules.*]

Q. What is the method of ascertaining the number of paces required for a given number of files?

A. Multiply the number of files by 8, and divide the product by 10. [*id.*]

Q. How many paces are required for 10, 20, 100, and 1,000 files respectively?

A. For 10 files, 8 paces; 20 files, 16 paces; 100 files, 80 paces; 1,000 files, 800 paces. [*id.*]

Q. When a company falls in alone, should it be formed as a company in line or a company in column?

A. As a company in line; but it should be drilled both as a company in line and as a company in column, as though it were with a battalion. The supposed battalion formation should be stated before each movement? [*id.*]

Q. What should men be taught with reference to any derangement that may take place in the telling off of a company?

A. To remedy it quickly of their own accord, so that when casualties occur on service, they may not be liable to fall into confusion. [*id.*]

Q. What formation is it especially necessary that men should always be prepared for?

A. The formation of fours. [*id.*]

Q. When men are separated from their own company, and are unable to rejoin it, to whose orders should they conform?

A. To those of the nearest officer. [*id.*]

Q. If dispersed men are to form on markers, how is it done?

A. The command or sound, "*Assemble*" is given, when the men run in and form company on the left marker or left-hand man (or guide, if ordered), who should be previously placed; they will order arms and remain at attention. [*id.*]

Q. Who should be thoroughly trained in marching on points and judging distances?

A. All officers and sergeants. [*id.*]

Q. How do markers act when giving points for companies to dress upon, in line formations?

A. They stand with recovered arms, turned towards the point of formation, at arm's length in front of the alignment; when the men approach, they hold out their inner arms at right angles, with fists clenched, on which the line will dress. A marker giving a point will drop his arm as soon as the man opposite to his fist has dressed up to it. [*id.*]

Q. When a marker gives a point for his company to form on in column, how should he carry his arms, and when should he fall to the rear?

A. He will recover arms while being covered, and then shoulder. If covered simultaneously with other markers, he will recover arms on "*Steady*." He will fall to the rear when the guide comes up to take his place. [F. Ex. II., Gen. Rules.]

Q. What are the rules as to the **position of the captain**?

A. His usual post will be in rear of the centre of his company; but when the company is in motion, he is to be where he can best superintend its movement, taking care, in column, not to obstruct the covering. [id.]

Q. What should captains of companies call out previously to **giving a command**?

A. Each should call out the number of his company, thus, "*No. 1—Halt*." [id.]

Q. On what words should soldiers, when **standing easy**, assume the position of standing at ease?

A. The cautionary words, "*No. —*," or "**BATTALION**." [id.]

### *Formation of a Company.*

Q. Describe the **formation** of a company.

A. The company will fall in in two ranks, sized in the usual way. The captain will be 3 paces in rear of the centre; the guides and serjeants will form a third or supernumerary rank, 2 paces from the rear rank; the right and left guides in rear of their flank files, the markers in rear of the second line from their guides; the remaining supernumeraries will take post alternately in rear of the right and left half-companies, dividing the space. The drummers and pioneer will be in the supernumerary rank, the former in rear of the second section, the latter in rear of the third. [F. Ex., II., 1.]

Q. Should **officers** under arms always have their swords drawn?

A. Yes; but they will return them on the caution before moving into extended order, and will draw them again when required for signalling. [id. G. O., 89, 1880.]

Q. In the **formation in line** what happens on the caution, "**AS A COMPANY IN LINE**"?

A. The right guide places himself on the right of the front rank, and his marker will cover him. [F. Ex., II., 1.]

Q. In the **formation in column**, what happens on the caution, "**AS A COMPANY IN COLUMN**," "**BY THE LEFT (or RIGHT)**"?

A. The guide of the flank named to direct aligns himself with the front rank, his marker placing himself in rear of the flank file. [id.]

### *A Company in Line taking Open Order.*

*Q.* Before directing a company to take **open order**, what must be done?

*A.* Bayonets must be fixed, and arms shouldered by command. [*F. Ex.*, II., 2.

*Q.* When a company takes open order, what happens on "**OPEN—ORDER**"?

*A.* The officers will recover their swords; the guides will place themselves one pace from the front rank—the left guide in front of the second file from the left, the right guide in front of the centre; the captain, passing round the right of the company, will place himself one pace in front of the second file from the right. Should only one guide be present, he will take the place assigned to the left guide, passing by the front. The supernumerary rank will step back two paces; the flank men of the rear rank will step back two paces, and turn to the right; and the right marker will take one pace of 24 inches to his left, into the space vacated by the right-hand of the rear rank. [*id.*

*Q.* When a company takes open order, what happens on "**MARCH**"?

*A.* The officers take two paces to the front, look to their right, and dress; the right marker takes one side pace to his right, and one pace to his front with his left foot, into the place vacated by his guide; and the rear rank steps back two paces, the flank men of the rear rank fronting and raising their arms. The serjeant on the right of the supernumerary rank will dress the rear rank, giving "*Eyes—front,*" on which the flank men drop their arms; the supernumerary rank dresses by the right. The instructor dresses the officer from the right, and gives "**STEADY,**" on which they carry swords and look to their front. [*id.*

*Q.* How is the **general salute** given?

*A.* The ranks being open on the words, "**GENERAL SALUTE, PRESENT—ARMS,**" the men will present; the officers will recover swords with the first motion of the rifles, pause on the second, and with the third come down to the salute, the point of the sword to be 12 inches from the ground, in the direction of the right foot; the arm to be straight, hand just behind the thigh, thumb flat on handle of sword. [*id.*

*Q.* What happens, after the general salute, on the words, "**SHOULDER—ARMS**"?

*A.* The men shoulder; the officers recover swords with the first motion of the rifles, and carry swords with the second. [*id.*

**Q.** When no officer is present, how do the N.-C. officers, acting as guides and markers, move in taking open order?

**A.** Right guide stands fast, his marker moving with rear rank; left guide and marker move with the senior sergeant in the same manner as the supernumerary rank. [*F. Ex.*, II., 2.]

**Q.** In resuming close order, what happens on the word, "ORDER"?

**A.** Officers recover swords, and turn to the right. [*id.*]

**Q.** In taking close order, what happens on "MARCH"?

**A.** The rear and supernumerary ranks take 2 paces to their front, and the left guide takes his place, in rear of the left file; the captain moves to his place in rear, passing round the right of the company, the right marker taking 2 paces to his rear and 1 to his left to make room for him to pass; the right guide then resumes his place on the right of the front rank, and the right marker will move to his place on the right of the rear rank; officers carry swords as they take post. If only one guide is present, he passes to the right of the company, by the rear. [*id.*]

**Q.** After taking close order, what should be done as to the arms?

**A.** Arms should be ordered and bayonets unfixed. [*id.*]

### *Marching to the Front and Rear.*

**Q.** When a company in line or column is to march to the front, how is the movement executed?

**A.** The instructor having stated the supposed order of the battalion, gives, "THE LINE (OR COLUMN) WILL—ADVANCE," on which the guide will select points to march on. "QUICK (OR DOUBLE)—MARCH" is then given. [*F. Ex.*, II., 3.]

**Q.** When a company in line or column is to march to the rear, how is the movement executed?

**A.** "THE LINE (OR COLUMN) WILL RETIRE." The men will be turned about. If the company is in line, the directing guide will fall to the rear of the centre to superintend the movement; if it is in column, he will step up in line with the rear rank, and select points to march on. [*id.*]

### *Wheeling, or Forming from the Halt from Column into Line.*

**Q.** What caution, to indicate the supposed order of the battalion, should be given before directing a company to wheel, or form from column into line?

**A.** "AS A COMPANY IN COLUMN, BY THE LEFT (OR RIGHT)." [*F. Ex.*, II., 4.]

*Q.* On the words to a company in column, "LEFT WHEEL (or LEFT FORM) INTO—LINE," what happens?

*A.* The left guide will fall to the rear, and the right guide move up: the right marker will run out and give a point where the outer flank of the company will rest, when the movement is completed, turning to the rear of the column; the left marker will give a point on the left of the company in like manner. The instructor will cover the points, and give "STEADY."  
[*F. Ex., II., 4.*]

*Q.* When a company in column by the left is to wheel or form to the left into line, what takes place on "QUICK—MARCH"?

*A.* The left guide moves to the left of the company, ready to dress it on the captain's word "*Dress*," or as the files come up into line. In the case of a wheel, the captain will give "*Halt*," when the wheeling flank of the company is 2 paces from the marker; then "*Dress*." The left guide having completed the dressing, will give "*Eyes front*," and fall into his place in rear. On "*STEADY*," the markers will take post.  
[*id.*]

*Q.* How does a company in column, by the right, wheel or form into line to the right?

*A.* In the same manner as a company in column by the left wheels or forms into line to the left (except that the left guide does not move on the caution) on the words, "RIGHT WHEEL (or FORM) INTO LINE," &c.; on "MARCH," the rear-rank man of the pivot file steps up to keep the right guide's place.  
[*id.*]

*Q.* When several companies are practised together in wheeling or forming into line, do both markers of each company give points?

*A.* No; both markers of leading company give points, but each of the remaining companies will have only its inner flank marked.  
[*id.*]

### *A Company Wheeling from the Halt, from Line into Column.*

*Q.* The caution "AS A COMPANY IN LINE" having been given, how does a company break into column to the right?

*A.* "BREAK INTO COLUMN TO THE—RIGHT." Left guide stands fast, and remainder turn right about. "RIGHT WHEEL, QUICK—MARCH," left guide places himself on the left of the company, turning to the front of the column. "*Company halt, Front—dress*" being given on completion of the wheel, the right guide and the markers take post in column. Having dressed themselves by the left, the men look to the front.  
[*F. Ex., II., 5.*]

*Q.* How does a company in line break into column to the left?

A. In the same manner as to the right, except that on "LEFT" the right guide stands fast, the remainder turning about; on "MARCH" the right guide places himself on the right of the company, turning to the front of the column. When in column, the dressing is by the right. [F. Ex., II., 5.]

Q. Describe how a company in line wheels forward into column.

A. "COMPANY, RIGHT (or LEFT)—WHEEL, QUICK—MARCH" is given, followed, when the company has wheeled square, by "FORWARD, BY THE LEFT (or RIGHT)," or "HALT—DRESS." When the wheel is to the right, the right guide and his marker fall to the rear, the left guide moving up, as the company commences its wheel; when the wheel is to the left, the right marker falls to the rear. [id.]

*A Company Changing Front as a Base Company of a Line Formation.*

Q. Give the caution for changing front as the base company of a line formation, and state what takes place thereon.

A. "CHANGE FRONT QUARTER (HALF, or THREE-QUARTERS), RIGHT (or LEFT, or TO THE RIGHT or LEFT), ON THE RIGHT (or LEFT) COMPANY." The markers move out to give base points. If the change of front is towards that flank of the line on which the base company stands, the base points will turn towards the flank on which the company is to wheel; if the change of front is to the left on the right company, or to the right on the left company, and in a change of front on a central company, the base points turn to where the wheeling flank of the company will rest. The instructor will cover the base points, and give "STEADY," on which the captain will give "Company, Right (or left)—wheel, Quick march," then, 2 paces before the wheeling flank of the company comes up to the marker, "Halt—dress." The guide of the flank on which the wheel was made will dress the company, giving "Eyes—front," and falling in on the right (if the right guide), or to the rear (if the left). On "STEADY," the markers take post. [F. Ex., II., 6.]

*Wheeling or Forming on the March from Column into Line; and Wheeling from Line into Column.*

Q. Give the commands for a company marching as in column, to wheel or form into line.

A. "RIGHT (or LEFT)—WHEEL (or FORM) INTO LINE." In the case of a wheel, "FORWARD," or "HALT," will be given on its completion. [F. Ex., II., 7.]



**Q.** Before a company is ordered to wheel (or form) to its reverse flank, what order must be given?

**A.** It must be ordered to march by that flank. [*F. Ex.*, II., 7.]

**Q.** When a company in line is to wheel on the march into column, what words are given, and which flank of the column will direct?

**A.** "COMPANY, RIGHT (OR LEFT)—WHEEL, FORWARD, BY THE LEFT (OR RIGHT, OR HALT—DRESS);" the left will direct if the wheel was to the right, the right if it was to the left. [*id.*]

### *A Company in Column Changing Direction.*

**Q.** How does a company marching in column change direction?

**A.** On "CHANGE DIRECTION TO THE RIGHT (OR LEFT), it will wheel by command of its captain, and receive "FORWARD" from the instructor. When there are companies in rear, each will be ordered by its captain to wheel at the same point as the leading company, receiving "*Forward*" from him as its front becomes perpendicular to the new direction. If the wheel is to the reverse flank, the guide (or guides) of that flank will move up and lead during the change of direction. [*F. Ex.*, II., 8.]

### *Marching Past.*

**Q.** How is a company **formed and placed** for marching past?

**A.** As in column, by the left, with bayonets fixed. Four points are placed, marking the angles of an oblong (80 × 30 or more paces). The left of the company will rest on the centre of one of the long sides, and the opposite side will be called the saluting base; a fifth point, called the saluting point, will be placed 4 paces outside the centre of the saluting base, and turned towards the flank of the company. The men marking the angles will turn in the same direction as the company. [*F. Ex.*, II., 9.]

**Q.** What **commands** are given when a company marches past, and by whom?

**A.** "SLOPE—ARMS, MARCH PAST. QUICK—MARCH" by the instructor. The captain will give "*Left—wheel*" at each angle; and when the wheel is completed, "*Forward*," followed at the second wheel by the words, "*By the right*," and at the third wheel by the words, "*By the left*." The words, "COMPANY—HALT," will be given by the instructor. [*id.*]

**Q.** Does a company, in marching past, wheel round all the points marking the angles?

**A.** No; it wheels round the first and fourth points; but in order

that its right flank may be within the line of the saluting base, it wheels at wheeling distance from the second, and it wheels inside the third point when abreast of it. [*F. Ex.*, II., 9.]

**Q.** How do the right guide and captain move during the second wheel?

**A.** The right guide moves up, and the captain moves towards the right of the company. [*id.*]

**Q.** What happens on "*Forward, By the Right*," at second wheel?

**A.** The men "shoulder," captain and guides run out 3 paces in front of company, captain moving round right, and place themselves as at open order, each officer taking up "quick" as he arrives. Right marker takes place vacated by right guide, to lead the company. At 10 paces from saluting point, officers salute, taking the time from right. At 6 paces beyond it, as the left foot comes to the ground, officers recover swords, make a pause of 1 pace, and on the following pace come to "carry." At 20 paces they resume their places with company, in double time, captain passing by right, and right marker takes post. [*id.*]

**Q.** Describe how officers salute in marching past.

**A.** As the left foot comes to the ground, the sword is brought smartly to the recover; the next time that foot comes to the ground it is lowered to the salute, left arm steady, the head slightly turned to the saluting point. [*id.*]

**Q.** How do the guides act at the third wheel, and how do the men carry their arms after it has been completed?

**A.** On the command to wheel, the left guide moves up, the right guide falling to the rear; on "*Forward*," the men slope (or trail arms with the short rifle). [*id.*]

**Q.** What should the leader of the company look to at once when the word "*Forward*" is given after any of the wheels?

**A.** The direction; he should observe some object in the straight line between himself and the next point, to guide him in marching. [*id.*]

### *Diagonal Marching.*

**Q.** Who leads during diagonal march of a company in column?

**A.** The guide of the leading flank, who will move up, if not there already. [*F. Ex.*, II., 10.]

### *The Formation of Fours, File Marching, and Wheeling in File.*

**Q.** How are the officers and supernumeraries of a company placed during file marching and the flank march by fours?

**A.** The guide of the leading flank will lead the company, being

placed next to the pivot man of the leading file or four, with his marker in front of that man. The other guide will be on the reverse flank of the rear file or four; his marker on the reverse flank of the next file but one, or the next four. The supernumerary rank will close to the files they cover, as the company turns to a flank. [F. Ex., II, 11, 12.]

*A Company Marching in Files, or Fours, Forming to the Front (or Rear); to the Right (or Left); or to the Right (or Left)-about.*

Q. How should the markers of a company act on the words, "AT THE HALT, FRONT FORM—COMPANY," and in forming company to the right or left, or to the right or left about?

A. They will mark the flanks of the company; turning towards the flank of formation; and will be covered by the instructor, taking post on "STEADY," after the men have been dressed. [F. Ex., II, 13.]

Q. When a company in fours, or files, forms to the front or a flank, or to the right or left about, by whom and how are the men dressed, and how does the supernumerary rank form?

A. The guide of the flank of formation dresses the men, file by file, as they come up, and gives "Eyes—front," taking post. The supernumerary rank forms with the company. [id.]

*A Company formed in Fours Closing on a Flank, or on the Centre, and Re-forming Two Deep.*

Q. When a company in fours closes on a flank, or on the centre, or re-forms two deep, how do the directing guide and the supernumerary rank act?

A. Close, or open out, with the company. [F. Ex., II, 14.]

*Counter-marching and Changing Ranks.*

Q. Describe how a company in column counter-marches from the halt.

A. "COUNTER-MARCH." The directing guide turns about, and takes 1 pace to his front; the guide of the reverse flank places himself 1 pace from that flank, and turns inwards. "RANKS, RIGHT AND LEFT—TURN." The front rank turns to the right, the rear rank to the left. "QUICK—MARCH." The men step off, each rank wheeling close round to its right, till the leading man of the front rank comes up to the guide. "COMPANY, HALT—FRONT." The guides change flanks, and take post. "DRESS." [F. Ex., II, 16.]

**Q.** What should every man be instructed to do in counter-marching?

**A.** To move up to the guide on the flank at which he wheels, and to lengthen his pace, with the outer foot, during the wheel. [*F. Ex.*, II., 16.]

**Q.** When a company counter-marches, how do the captain and the supernumerary rank act?

**A.** They turn towards the reverse flank, and counter-march round that flank, marking time successively as they arrive at their places, and halting and fronting with the company. [*id.*]

**Q.** Describe how a company counter-marches on the march.

**A.** "COUNTER-MARCH. RANKS, RIGHT AND LEFT—TURN." The directing guide turns to the right-about, takes a pace to his front, and marks time. The other guide places himself 1 pace from the reverse flank, and turns inwards, marking time. "COMPANY, FRONT—TURN, BY THE LEFT (or RIGHT)," or "HALT, FRONT—DRESS." The guides change flanks and take their places in column. [*id.*]

**Q.** How does a company change ranks?

**A.** On the word "CHANGE—RANKS" it turns about, and the supernumeraries turn outwards and double round to the new rear, the captain moving round at the same time. [*id.*]

*Diminishing and Increasing Front by Breaking off Files, and Bringing them again to the Front.*

**Q.** How do the guide and marker on the flank of a company from which files are broken off act as the files drop to the rear?

**A.** The guide touches in to the remainder of the front rank; his marker moves up and remains covering him as long as there is a file in rear. [*F. Ex.*, II., 17.]

**Q.** In breaking off files at company drill by whom are the caution and commands given?

**A.** The caution by the instructor, the executive words by the captain. [*id.*]

**Q.** When files break off successively till they amount to a half company, how should they form?

**A.** In fours by word of command. [*id.*]

*Diminishing and Increasing Front by Breaking into Files, or Fours, and Re-forming Company.*

**Q.** When it is desired that a company should advance from either flank in files, or fours, what commands are given?

**A.** "RIGHT (or LEFT)—TURN," or "FOURS—RIGHT (or LEFT);

LEFT (or RIGHT)—WHEEL," followed, if the column is halted, by "QUICK—MARCH." If the instructor gives the caution, "ADVANCE (or RETIRE) IN FOURS (or FILES) FROM THE RIGHT (or LEFT)," the foregoing executive words will be given by the captain. [F. Ex., II., 18.]

Q. If a company moving in files, or fours, is ordered to increase its front, when will the directing guide take his place?

A. On "FORWARD."

[id.]

### *Forming Company Square.*

Q. On the caution, "FORM COMPANY SQUARE," what happens?

A. The captain gives, "*Fours—deep; On the centre, Close; Quick—march.*" When the closing is completed, the men fix bayonets or swords; the flank fours, after fixing, turn outwards. The officers and serjeants form in rear of the company.

[F. Ex., II., 19.]

Q. What takes place if the instructor gives the caution to a company square to prepare for cavalry?

A. The captain gives the words, "*Prepare for cavalry.*" The officers and serjeants may, if necessary, move in between the fours, and the two rear ranks be turned about, the outer rank kneeling. [id.]

Q. What is done when "ORDER ARMS" is given to a company square prepared for cavalry?

A. The captain gives "*Order—arms*" when the flank fours front, and the officers and serjeants, if in the square, move out. [id.]

Q. Describe how a company square re-forms company.

A. "RE-FORM—COMPANY." If the men have prepared for cavalry, "*Unfix bayonets (or swords)*" will be given; then, "*From the centre re-form two deep, Quick—march.*" [id.]

### *Formation of Half-companies and Sections.*

Q. Give the words of command for a company to wheel outwards a quarter circle on the march, by half-companies or sections, as in the formation of a battalion square, and to re-form column.

A. "FORM SQUARE, QUICK—MARCH. *Half-companies—outwards,*" or "FOUR DEEP, FORM SQUARE, QUICK—MARCH, *Sections—outwards.*" "UNFIX BAYONETS (OR SWORDS). RE-FORM COLUMN. QUICK—MARCH. *Halt, Front—dress. STAND AT—EASE.*" [F. Ex., II., 20.]

Q. In forming a four-deep battalion square, how do the inner sections act after wheeling?

A. Close on the outer.

[id.]

Q. On the caution to a company wheeled outwards by half-companies or sections, as in a battalion square, "RE-FORM COLUMN," what takes place?

A. If the square is two deep, the half-companies turn about; if four deep, the sections turn about, and the two inner sections then move to section distance from the outer. On "MARCH," the half-companies or sections wheel into company, receiving, when square, "Halt, Front—dress." [F. Ex., II., 20.]

Q. In what cases chiefly are formations of half-companies and sections required?

A. On the line of march where columns move with as large a front as the ground will admit, and occasionally in the formation of supports in extended formations. [id.]

Q. How may an increase of front from fours to sections or half-companies be effected?

A. By first forming two deep, and then forming to the front. [id.]

Q. Name some method by which an increase of front from sections to half-companies, or from half-companies to company, may be effected.

A. By the command *Rear sections* (or *half-company*) to the front on which the rear sections or half-company move by the diagonal march into line with the leading sections or half-company. [id.]

Q. How may a company diminish its front by means of half-companies or sections?

A. It may advance from a flank in column of half-companies or sections. The half-companies or sections move into column in files. [id.]

Q. How may a company diminish its front otherwise than by means of half-companies or sections?

A. It may turn into file and then wheel to the right (or left). [id.]

Q. Should the increase or diminution of front, by means of half-companies or sections, or by turning into file and wheeling, be performed at the halt?

A. No; always on the march. [id.]

Q. How may companies move to a flank by half-companies or sections?

A. They may break into columns of half-companies or sections to a flank, and again wheel into line, on the principles laid down for a column of companies. [id.]

Q. Describe the posts of the officers, markers, and supernumeraries in column of half-companies and sections.

A. The captain will be in his usual place. In column of half-companies, each guide will be on the directing flank of his half-company, his marker 2 paces in rear of the flank file; in column of sections, each guide will be on the directing flank of the outer

section of his half-company, his marker on the same flank of the inner section; the remaining supernumeraries will retain their places. [F. Ex., II., 20,

### *Company in Extended Order.\**

Q. To what two **objects** is extended order applicable?

A. The formation for attack and skirmishing.

[F. Ex., II., *Extended Order*.

Q. What general difference of object is there in formations for attack and skirmishing?

A. In the attack, the object is to gradually bring up the battalion with as little loss as possible to a point near the enemy, whence the hottest fire can be poured in, and the final assault by the battalion as a compact body can be made. In skirmishing, the object is either to cover troops not formed for attack, or to feel for an enemy. [id.

Q. What rules as to taking advantage of **cover** are applicable to formations for attack and skirmishing respectively?

A. In the attack, men must not seek cover during the advance, when by so doing they lose interval, and fail to move direct to the front; and when exposed to artillery fire alone, cover must not be taken except by word of command. In skirmishing greater latitude is allowed. [id.

Q. When the **bugle** is used during skirmishing, how are the parts of the line to which the sounds apply denoted?

A. One G preceding any sound denotes that it applies to the right; two G's, the centre; three G's, the left. [id.

Q. Does the "Halt" on the bugle annul all previous sounds?

A. All except "the fire." [id.

Q. By what must the sounds "Incline" and "Wheel" be invariably preceded?

A. The distinguishing G. [id.

Q. What does a double "Incline" sounded on the bugle signify?

A. A direct turn to the flank indicated. [id.

Q. Whether should the sound "fire" precede or follow any other sound with which it may be combined?

A. Follow it. [id.

Q. What does the sound "Alert" imply, and how should men in motion act when it is given?

A. It implies unexpected danger; when it is sounded, the men in movement will at once halt, and wait for further orders. [id.

\* For squad drill in extended order see Squad Drill in this section. For battalion drill in extended order, see Part II. of this work.

Q. When moving by sound of bugle, for what should men wait before moving?

A. Till the bugle has ceased. [F. Ex., II., *Extended Order*.

Q. Do bugle sounds apply to supports as well as to men extended?

A. No; supports move by word of their commanders. [id.]

Q. For what purpose are **whistle sounds** used in extended order?

A. As signals, or to attract attention to signals. [id.]

Q. Describe the **signals** by company commanders, or section leaders, which are authorised for use in extended order.

A. **ADVANCE**, wave of the hand or sword, **REINFORCE**, head-dress held above head and, if necessary, waved; **HALF-RIGHT** (or **LEFT**), hand, or sword, held out horizontally in required direction. Rifle or sword held up perpendicularly, with head-dress on it, indicates that no enemy is in sight. Rifle or sword held up horizontally signifies that an enemy is in sight; if held steadily, only small bodies are indicated, if lowered and raised in the same horizontal position once, twice, or more times, the strength of the enemy seen by the signaller will be denoted. [id.]

### *The Extended Line.*

Q. Give the caution and **command** for extending a company.

A. "THE COMPANY WILL EXTEND FOR ATTACK, FROM THE RIGHT (OR LEFT)," or "THE COMPANY WILL SKIRMISH, EXTENDING — PACES FROM THE RIGHT (LEFT, CENTRE, OR NO. — FILE)"; on this caution the captain will give "*Advance from the right (or left) 4 paces extend*"; or for skirmishing, "*from the right, (left, centre, or No. — file) — paces extend.*" [F. Ex., II., 21.]

Q. Describe **how** a company extends.

A. On the word "*extend*" the company will advance and extend on the march: the captain will be 6 paces in rear of the centre; the guides 3 paces in rear of the centre of the outer sections; their markers in rear of the inner sections. The guides and markers take charge of their sections under the general control of the captain. [id.]

Q. What are the special duties of the **guides and markers** during the extension of their company?

A. To see that the files take their proper intervals and preserve the general alignment; the guides should also see that the outer files lead in a true direction. [id.]

Q. What are the positions of the **section commanders** when a company is in extended order?

A. Such positions in rear of their commands as will best enable them to superintend their men. [id.]



**Q.** What are the special duties of the section commanders when a company in extended order is firing?

**A.** To take care that the men fire only when an order to the section has been given to do so, and that they adjust their sights and aim at precise objects. [*F. Ex.*, II., 21.]

### *Firing in Extended Order.*

**Q.** Is the word, or sound "Fire," *permissive* or *obligatory* in extended order?

**A.** Permissive; it is subject to the direction of the commander of the fighting line. [*F. Ex.*, II., 21.]

**Q.** When a company in extended order receives the word or sound "Fire," how are the company and section commanders to act in order that the firing may be kept under their complete control?

**A.** The section, or number of men in each section, who are to fire, will be ordered by the company commander when he considers the enemy is in range; the section leaders will select the men to commence the fire. [*id.*]

**Q.** What is the rule as to *position* whilst firing in extended order?

**A.** The men are to assume such positions as may be most convenient, and may render their fire most effective. The line may be ordered to lie down, or single soldiers may do so for the sake of cover; when firing in this position, both elbows must rest on the ground to support the body and rifle. [*id.*]

**Q.** On the word or command to fire in extended order *at the halt*, how do the rear rank men act?

**A.** Move up on the left of their front-rank men and fire as they may be directed. [*id.*]

**Q.** Should soldiers, when firing in extended order *at the halt*, shut down the flap of the back-sight after each round?

**A.** No; not until ordered to cease firing, or to advance or retire. [*id.*]

**Q.** How are men, firing in extended order, to act on "Cease fire" being sounded?

**A.** If lying down, or under cover, they will remain steady, otherwise they will form files. [*id.*]

**Q.** How do the rear-rank men act when a company extended is ordered to fire whilst *advancing*?

**A.** They move up on the left of their front-rank men. [*id.*]

**Q.** How is firing, when advancing in extended order, executed?

**A.** The line opens fire, as directed by the section commanders

and continues advancing in a general line, taking advantage of cover and halting to fire. [*F. Ex.*, II., 21.]

Q. Describe the method of firing when **retiring** in extended line.

A. On the word, or sound, to fire, the company, if moving in files, will form rank entire, by the rear rank inclining to the right and waiting for their front-rank men; the men or files selected to commence will halt, front, and fire, the remainder continuing to retire. As soon as the former have fired, they will turn about and join the general line. The next shots selected will have halted and fronted, and as soon as their front is clear, will fire, and thus the retreat will continue in one general line, advantage being taken of available positions for making a stand. [*id.*]

Q. Describe the method of covering an advance by the firing of **alternate men or files** of a named section.

A. Advantage having been taken of any cover by the files running up to it, the advance of the remainder can be covered by their fire—but men must not be allowed to quit the general line of advance to seek cover,—and after delivering their fire they must move on again with the general line. [*id.*]

Q. Name some of the general principles which are to be followed with respect to taking advantage of **cover** in extended order.

A. Thoroughly trained men may be allowed under the general superintendence of their section commanders to act on their individual judgment in choosing cover, advancing, halting, or retiring. Section commanders should judge when a rush of entire sections to cover in their direct front might be made with advantage. On broken ground men should never halt in rear of cover without taking advantage of it. All must bear in mind that individual movement is subordinate to the general movement of the extended line, a part of which should always be named as the guide for the remainder. [*id.*]

Q. When an extended company firing halts, what is the rule as to cover and the continuance of the firing?

A. The men will take cover if possible, and continue firing as may be directed. [*id.*]

Q. What is the rule as to **resuming file formation** from rank entire?

A. File formation is to be resumed when cease firing is ordered, unless the men are lying down or under cover. The command will be "**FORM—FILES,**" on which the rear rank men will cover the front rank men. [*id.*]

Q. How is firing while **inclining** or moving direct to a flank executed?

A. The files ordered to fire make a momentary halt, turn to the front, and fire. [*id.*]

*Supports.*

*Q.* By what body should a **company extended** as a fighting or skirmishing line be supported?

*A.* By another company; or a company may be practised in extending one or two sections, the remainder following in support. [*F. Ex.*, II., 22.]

*Q.* In what **formation** should a support move, and what is the post of its commander?

*A.* It will move either in column of half-companies, or sections, in fours, in line, or at open files (2 paces interval), as may be ordered. The commander will be in front. [*id.*]

*Q.* What should be the **distance** between the company extended and the company in support on a plain?

*A.* 150 yards when formed for attack; 300 when skirmishing. [*id.*]

*Reinforcing an Extended Line, or Prolonging it to a Flank.*

*Q.* How may any part of an extended line be **reinforced**?

*A.* By throwing forward the support, or a part of it. It will advance, extending on the march, or at the halt, if ordered, and join the extended line; as it is desirable that men of a file should be kept together as far as practicable, men reinforcing will divide the interval between "*files*" (in rank entire, if firing). [*F. Ex.*, II., 23.]

*Q.* When one company reinforces another, what is the rule as to the command?

*A.* The senior officer commands the combined companies. [*id.*]

*Q.* In what manner should the support conform to the movements of the extended line?

*A.* By keeping in rear of the centre of the company in its front. [*id.*]

*Q.* What is the rule as to men who may, in extended order, become separated from their own company, and unable to rejoin it?

*A.* They are to consider themselves under the command of the nearest officer. Officers will therefore take under their command any stray men they may notice, ordering them either to the extended line or forming them into a support. [*id.*]

*Q.* How may a line be **prolonged to a flank** without weakening the rest of it?

*A.* The support will be moved up in extended order to the named flank. [*id.*]

*Retiring an Extended Line.*

**Q.** Describe the method of retiring an extended line **which has not been reinforced** by the support.

**A.** The support will halt and extend in rank entire if the extended rank is firing; each man, when practicable, lying down under cover. The distance from the extended line at which this extension of the support takes place depends on the nature of the ground and the circumstances; the old extended line will either be halted on reaching the support, or pass through it and be halted at a fresh position in rear, the retirement being continued as may be ordered; the company retiring may be closed to a flank, in which case the extended line will continue retiring by alternate portions on the principle that one company covers the retreat of the other.

[*F. Ex.*, II., 24.]

**Q.** Describe the method of retiring an extended line **after being reinforced** by one or more companies.

**A.** One of the combined companies will retire to a position in rear (on level ground about 50 yards); it will resume file formation at the discretion of the company leaders, and the other company will then be retired by its commander and continue its retreat as laid down in the case of retiring a line that has not been reinforced.

[*id.*

**Q.** Should all firing in extended order be from rank entire?

**A.** Yes, if there is room.

[*id.*

**Q.** Is the procedure laid down for retiring an extended line applicable to the **relief of skirmishers**?

**A.** Yes, if they are retiring; but it must clearly be understood that neither a fighting line, whether attacking or holding a position, nor a skirmishing line engaged, must ever be relieved.

[*id.*

**Q.** When ammunition fails or the men become so over-fatigued that it is necessary to halt a fighting line or skirmishing line, what course is to be followed?

**A.** The support will be ordered to advance, extending and taking up the alignment of the fighting or skirmishing line, which will then remain halted or retire and close by word of command, and act as support, or rejoin the fighting or skirmishing line as may be ordered.

[*id.*

*The Close.*

**Q.** When an extended line is to be brought in, what command or bugle sound is given, and **how** is the movement executed?

**A.** "CLOSE;" on which the line will retire in files closing on its centre (unless otherwise directed). If ordered to form in rear of a

formed body, it will form up 6 paces in rear of it, moving into position in fours. [F. Ex., II., 25.]

**Q.** What should be impressed upon the men with reference to sudden attacks by cavalry?

**A.** That infantry, if kept well in hand, have nothing to fear from cavalry; that a single man, on broken ground, has altogether the advantage on his side, provided he remains calm and collected; and that the smallest square or group is secure as long as the men are cool and fire only at the proper moment by order of their commander. [id., 26.]

**Q.** What rules are laid down for the guidance of an extended line when the presence of small bodies of cavalry, on ground favourable for their action, demands a closer formation than single rank, or when it is attacked by cavalry?

**A.** The line should resume file formation, and if the cavalry attack it the command "FORM GROUPS" may be given, when the right and left files of every four will close to each other and act as required. If the line has been reinforced by the support, the two files standing next each other will form groups. [id.]

**Q.** Name some stronger formation for resisting larger bodies of cavalry, and state the disadvantages its adoption entails.

**A.** Rallying squares may be formed, but officers must bear in mind that in forming large bodies for resistance, they lose, at a critical moment, their power of offence, and become an easier mark for artillery fire. [id.]

**Q.** How should the support act when the extended line is attacked by cavalry?

**A.** Move up into the best position for aiding it and, if necessary, open fire. Should the cavalry press upon the support, the flanks will gradually fall back, so that it will form an oval two deep round the commander. Or, the support may form company square, on the caution "PREPARE FOR CAVALRY," by forming four deep, and closing. [id.]

### *Rallying Squares.*

**Q.** Describe how a rallying square is formed.

**A.** The company being dispersed, the words, "FORM RALLYING SQUARE," are given, and at the same time an officer is placed as a rallying point, who holds up his sword and turns towards the supposed enemy. The men run to the officer, form round him without crowding, order arms, fix bayonets (or swords), and turn outwards. Or, a company may form several squares, the command being "FORM RALLYING SQUARES." [F. Ex., II., 26.]

**Q.** When a rallying square is composed of a large number of

men, how may the officer **reduce the depth** of its faces to four or two deep?

A. By ordering the faces to take a given number of paces to their front, and the men in the centre to fill up the intervals at the corners. [F. Ex. II., 26.]

Q. How may a rallying square be **moved in any direction**, and how is it guided in its movement?

A. "THE SQUARE WILL ADVANCE (RETIRE, OR MOVE TO THE RIGHT OR LEFT)" being given, will be repeated by the officer on whom the square is formed, and followed by "*Inwards—turn, Quick—march.*" The square will march by the left of the leading face, if advancing or moving to the right; by the right, if retiring or moving to the left. The instructor's caution, "THE SQUARE WILL HALT," is followed by the officer's command, "*Square—halt.*" The men turn outwards. [id.]

Q. When the square is to **prepare for cavalry**, what words are given?

A. On the bugle call "PREPARE FOR CAVALRY," the executive words, "*Prepare for cavalry,*" will be given by the officer. [id.]

Q. How is **company re-formed** from rallying square?

A. On the caution, "RE-FORM COMPANY," the captain will give "*Unfix bayonets (or swords),*" and the left marker will mark where the left flank of the company is to rest, turned towards the supposed enemy. "*Re-form—company, Quick—march,*" the men will form on the marker. [id.]

### *Inspecting and Proving a Company.*

Q. How is a company **inspected** on parade? \*

A. "*Fix—bayonets (or swords),*" "*Open order—march.*" The officer will see that the appointments, clothing, &c., are clean, &c. "*Unfix—bayonets (or swords),*" "*Shoulder—arms,*" "*For inspection, Port—arms.*" "*Close order—march,*" "*Examine—arms.*" [F. Ex., II., 27.]

Q. Describe how a company is **told off and proved**.

A. "*Number.*" The men having numbered, "*No. —, Left of the right half-company, Nos. —, —, —, Left of sections.*" "*Right half-company, Trail—arms.*" "*Left half-company, Trail—arms.*" "*Outer sections, Order—arms.*" "*Inner sections, Order—arms.*" "*Fours—deep, Front.*" "*Fours—right, Front.*" "*Fours—left, Front.*" "*Fours—about, Front.*" The company will then be told off and proved as before with changed ranks, after which the original front will be resumed. [id.]

\* For the method of examining arms, see RIFLE EXERCISES farther on.

**RIFLE EXERCISES.\****General Directions.*

*Q.* Before commencing the rifle exercises, what should the recruit be taught regarding the rifle?

*A.* The names of its parts.

[*Rifle Ex.*

*Q.* May rifles be carried loaded?

*A.* Only if specially ordered.

[*id.*

*Q.* How should the recruit fall in for rifle exercise?

*A.* As directed in squad drill, the rifle being placed perpendicularly at his right side, butt on ground, its toe in line with toe of right foot. The right arm will be slightly bent, right hand to seize rifle between the bands, thumb pressed against thigh, fingers slanting towards ground.

[*id.*, S. 1, 2.

*Review Exercise.*

*Q.* How are the review manual and firing exercises performed?

*A.* In quick time. The men, standing at the "order" with fixed bayonets, will be ordered to shoulder, and take open order.

[*Rifle Ex.*, S. 10.

*Q.* Give the cautions and words of command for the review manual and firing exercises with long and short rifle.

*A.*

Caut. MANUAL—EXERCISE.

I. PRESENT—ARMS.

II. SHOULDER—ARMS.

III. PORT—ARMS.

IV. CHARGE—BAYONETS.

V. SHOULDER—ARMS.

VI. ADVANCE—ARMS.

VII. ORDER—ARMS.

VIII. ADVANCE—ARMS.

IX. SHOULDER—ARMS.

X. SLOPE—ARMS.

XI. SHOULDER—ARMS.

XII. ORDER—ARMS.

XIII. UNFIX—BAYONETS.

CLOSE ORDER—MARCH.

Caut. FIRING—EXERCISE.

FIRE A VOLLEY. AT 400 YARDS.

READY. PRESENT.

or

FIRE—VOLLEYS.

AT 400 YARDS.

READY. PRESENT.

ORDER—ARMS.

STAND AT—EASE.

*For Rifle Battalions.*

Caut. MANUAL—EXERCISE.

I. PRESENT—ARMS.

II. SHOULDER—ARMS.

III. SUPPORT—ARMS.

IV. SHOULDER—ARMS.

V. ORDER—ARMS.

VI. FIX—SWORDS.

VII. SHOULDER—ARMS.

VIII. PORT—ARMS.

IX. CHARGE—SWORDS.

X. SHOULDER—ARMS.

XI. SLOPE—ARMS.

XII. SHOULDER—ARMS.

XIII. ORDER—ARMS.

XIV. UNFIX—SWORDS.

CLOSE ORDER—MARCH.

Caut. FIRING—EXERCISE.

FIRE A VOLLEY. AT 400 YARDS.

READY. PRESENT.

or

FIRE—VOLLEYS.

AT 400 YARDS.

READY. PRESENT.

ORDER—ARMS.

STAND AT—EASE.

[*id.*

\* The Manual and Firing Exercises here given are those sanctioned for the Martini-Henry Rifle, on 1st October, 1879.

*Q.* When only **may arms** be **trailed** with fixed bayonets or swords?

*A.* By the front rank before charging. [*Rifle Ex.*, S. 1, 2.]

*Q.* What should the soldier specially attend to as to his **position during the manual exercise**?

*A.* To preserve the squareness of the body, and to avoid raising or sinking the shoulder. [*id.*]

*Q.* On which shoulder are the men to **sling arms** for shelter trench exercise or escalading?

*A.* On the left shoulder for shelter trench exercise; on the outer shoulder of each rank for escalading. [*id.*]

*Q.* What special rule is laid down for the "**order**" on **sentry**, and for standing at ease from that position?

*A.* The rifle being at the "**order**," the bayonet fixed, a sentry may place his right hand flat on the outside of the stock, thumb on the sling, pressing the bayonet into the hollow of the shoulder. In standing at ease the sentry will proceed as in squad drill without arms. [*id.*, S. 1.]

*Q.* For what purpose only may the rifle be carried at the **secure**?

*A.* For its protection during wet weather. [*id.*, S. 1, 2.]

*Q.* In what **time** should the motions be performed and the commands given in the manual exercise?

*A.* The motions with a pause of quick time between each; the commands with a pause of slow time between the first and last parts of each. [*id.*]

*Q.* Must ranks always be opened before **presenting arms**?

*A.* In line they must; but not in quarter column. [*id.*, S. 3.]

*Q.* Are the motions of **both ranks the same** in the manual exercise?

*A.* Yes, except in the "**charge**." [*id.*]

*Q.* How is the back-sight adjusted in the **firing exercise**?

*A.* With the forefinger and thumb of the right hand, move the slide until the top is even with the line, or at the place on the bed showing the distance; then, if necessary, raise the leaf, preventing it springing up with a jerk, and afterwards return the hand to the "**Ready position**." [*id.*, S. 7.]

*Q.* When the word "**Load**" is given, how do the men act?

*A.* They perform the first 3 motions of the "**Ready**." [*id.*]

*Q.* When the word "**Ready**" is given to men already loaded, what is done?

*A.* The men proceed with the 4th motion of "**Ready**." [*id.*]

*Q.* What is the rule as to distance at the word "**Ready**"?

*A.* Some distance should be named; but if it is not, the soldier must judge it for himself, and adjust the sight accordingly. [*id.*]



Q. When "*Ready*" is given to men at the 3rd motion of the "*Present*," how do they act?

A. Proceed with the 3rd and 4th motions of the "*Ready*."

[*Rifle Ex.*, S. 7.

Q. What is to be particularly attended to at the "*Present*" in the firing exercise?

A. Body to be firm and erect—sights upright—rifle to be pressed firmly to the shoulder with the left hand—trigger to be pressed steadily without the slightest motion of hand or arm while the muzzle is being raised and until the spring is released—eye to be fixed upon the mark at which a deliberate aim is to be taken. [*id.*

Q. When *aiming*, should the thin white lines on either side of the centre white line of the back-sight be used?

A. Only when a strong wind is blowing across the range. [*id.*

Q. State some rules for the soldier's guidance in aiming.

A. In aiming and pressing the trigger, the breathing should be restrained. The right eye should continue fixed on the object after snapping. The position of the head, with reference to the butt, must depend on the elevation; with small elevation, the butt must be brought to the head, by raising the shoulder, or the cheek must be placed on the butt by bending the head a little forward (not sideways), so as to get the eye fixed on the object through the notch, or over the centre white line, of the back-sight; as the distances increase, the head must be raised or the shoulder lowered. [*id.*

Q. What pause should be observed between each motion in the firing exercise in quick time?

A. A pause of quick time.

[*id.*

*Motions of the Rifle on the March (for other  
than Rifle Battalions).*

Q. How should **every motion** on the march be performed?

A. The motion is to be done as the left foot comes to the ground, the command being completed as the right foot comes to the ground. [*Rifle Ex.*, S. 1.

Q. When soldiers step off from the "*order*," what do they do with their rifles?

A. If in line with unfixed bayonets, they "*trail*" at the first step; if in line with fixed bayonets, or in file, they "*advance*," returning in each case to the "*order*," as they halt, or halt and front. [*id.*

Q. Are soldiers marched off from the "*order*" as a rule in field movements?

A. No ; they are usually directed to "slope" before stepping off, except when required to move at "the shoulder." [*Rifle Ex.*, S. 1.]

Q. When marching in line or to a flank in fours with trailed arms and ordered to **turn into file or form two deep**, what do soldiers do with their rifles ?

A. "Advance" as they turn or form, returning to the "trail" again on turning into line or forming fours. [*id.*]

Q. When soldiers marching with **sloped arms are halted**, what do they do with their rifles ?

A. Remain at the "slope." [*id.*]

Q. When soldiers with **shouldered arms step off**, what should they do with their rifles ?

A. Remain at the "shoulder." [*id.*]

Q. When soldiers marching in slow time with shouldered arms **break into quick time**, what should they do with their rifles ?

A. They should slope as they take the first pace in quick time. [*id.*]

Q. When soldiers marching in quick time with sloped arms **take up the slow time**, what should they do with their rifles ?

A. Remain at the "slope." [*id.*]

Q. When a soldier is ordered to **turn about** at the "slope," what should he do with his rifle ?

A. Come to the "shoulder" on the first pace of the turn, and "slope" again on the fourth, the pace on which he steps off. [*id.*]

Q. When a soldier is ordered to turn about when marching with trailed arms, what should he do with his rifle ?

A. Bring it to a perpendicular position by a turn of wrist on the first pace of turn, and trail again on the fourth. [*id.*]

Q. When soldiers standing with sloped arms turn about, what is to be done with their rifles ?

A. "Shoulder," as the foot is drawn back ; return to the "slope" on completing the turn. [*id.*]

Q. Are the motions of the rifle to be the same when **marking time** as when marching ?

A. Yes. [*id.*]

Q. When men standing with "ordered arms" are directed to **form fours, to close, step back**, or take any named places to the front, what should they do with their rifles ?

A. Bring them to the "short trail." [*id.*]

Q. How do **skirmishers, supports, and reserves** carry their arms ?

A. Skirmishers always at the "trail" ; supports and reserves at the trail when unloaded, at the "slope" when loaded. [*id.*]

Q. May **loaded arms** be carried at the "trail" ?

A. Not except by men extended. [*id.*]

Q. When soldiers marching at the "trail" have been required to **fix bayonets**, what do they do with their rifles?

A. Bring them to the "slope." [Rifle Ex., S. 1.]

Q. Describe how soldiers marching in quick time are taught to **charge**.

A. "*Prepare to charge*." Front rank brings the rifle to the "trail," without losing the square position of the body or the regularity of the step, and the rear rank continues to move at the "slope." "*Charge*." Front rank comes to the "charge," rear rank continues to move at the "slope," and both break into double time. On "*Halt*," the front rank comes to, and the rear rank remains at, the "slope." [id.]

### *Motions of the Rifle on the March (for Rifle Battalions).*

Q. When soldiers in rifle battalions **step off from the "order,"** what do they do with their rifles?

A. If in line with unfixed swords, they "trail" at first step; if in line with swords fixed or in files, they "shoulder," returning to the order as they halt, or halt and front. [Rifle Ex., S. 2.]

Q. When men in rifle battalions marching in line or to <sup>a</sup> flank in fours at the "trail" are ordered to **turn into file** or form two deep, what is done with the rifles?

A. They are shouldered as the men turn or form, and again trailed, as the men turn from file into line or form fours. When the men halt and front from file, they order. [id.]

Q. When soldiers in rifle battalions standing with **shouldered arms, step off**, what should they do with the rifles?

A. If in slow or quick time, they remain at the "shoulder"; if in double time, they "slope." [id.]

Q. When soldiers in rifle battalions marching with sloped arms **halt**, what is done with the rifles?

A. If swords are unfixed, they are brought to the "order"; if fixed, they will remain at the "slope." [id.]

Q. When soldiers in rifle battalions come to the "shoulder" by word of command before marching off, what is done with the rifles on halting?

A. They are to remain at the "shoulder." [id.]

Q. When a soldier in a rifle battalion, marching at the "trail" or "slope," **turns about**, how does he carry his rifle?

A. Brings it to a perpendicular position on the first pace of the turn, and trails or slopes again on the fourth. [id.]

Q. When men standing with ordered arms **form fours, close, step back**, or take named paces to front, how is the rifle carried?

At the "short trail." [id.]

*Q.* May soldiers in rifle battalions be marched off from the "order" with loaded arms?

*A.* No; they are to be directed to "slope," except when required to move at the "shoulder." [Rifle Ex., S. 2.]

*Q.* How do skirmishers, supports, and reserves in rifle battalions carry their arms when unloaded?

*A.* At the "trail." [id.]

### *Distance between Ranks with Trailed Arms.*

*Q.* When men standing with ordered arms step off without shouldering or sloping, how does the rear rank act?

*A.* It makes the first pace a short one, to give room for the rifles when trailed. [Rifle Ex., S. 3.]

*Q.* When men are ordered to trail on the march, how does the rear rank act?

*A.* It steps short 1 pace. [id.]

*Q.* When men marching with trailed arms are halted, how does the rear rank regain its distance?

*A.* By taking a long pace as it halts. [id.]

*Q.* When men halted trail arms, how does the rear rank act?

*A.* It steps back a pace of 9 inches, resuming its distance on coming to the "order." [id.]

*Q.* When men marching with trailed arms are ordered to shoulder arms, how does the rear rank regain its distance?

*A.* By lengthening its pace. [id.]

### *Piling Arms.*

*Q.* Give the commands for piling and unpling arms.

*A.* "Pile—arms," "Stand—clear," "Stand—to," "Unpile—arms." The words "Break off" may be given after "Stand—clear." [Rifle Ex., S. 3.]

*Q.* What must be avoided in piling arms?

*A.* Damaging the rods and sights. [id.]

### *Paying Compliments with Arms.*

*Q.* When a N.-C. officer or soldier passes or addresses an officer, what should he do with his rifle?

*A.* Carry it at the "advance" (or "shoulder" in rifle battalions), with the left arm brought across the body and the hand, fingers extended, meeting the sling in line with the right elbow.

[Rifle Ex., S. 5.]

*Firing.*

*Q.* Mention the **different methods** of firing in two ranks.

*A.* 1. Volleys, front rank kneeling.

2. Independent firing, both ranks standing.

3. Independent firing, both ranks kneeling.

4. Independent firing, front rank kneeling. [*Rifle Ex.*, S. 7.]

*Q.* What is the rule as to one or both ranks **standing or kneeling** when firing in volleys, or independently?

*A.* The front rank will kneel on the word "*Ready*," unless the caution, "*Independent firing*," is preceded by the words, "*Both ranks standing (or kneeling)*." [*id.*]

*Q.* What is the rule as to the **rear rank taking a pace** to its right front before firing?

*A.* When the preliminary caution, "*Both ranks standing (or kneeling)*" is given, on the caution, "*— Rounds, Independent firing*," the rear rank will take a pace of 10 inches to the right-front, viz., 6 to the front, and 8 to the right. Distance will be resumed on returning to "*the order*." [*id.*]

*Q.* In the case of the rear rank, what is done with the rifle on the caution, "*— Rounds, independent firing*"?

*A.* When standing, it is pressed against the side 4 inches above the hip; and when kneeling, the left fore-arm will be placed on the knee. [*id.*]

*Q.* When firing front rank kneeling, and the order is given to fire, "*both ranks kneeling*," what happens on the caution, "*— Rounds, independent firing*," and on "*Ready*"?

*A.* On the caution, the rear rank advances the right foot 10 inches to the right-front, bringing the left heel up to the right. On "*Ready*," the rear rank sinks down on the knee, resuming its distance after returning to the "*order*." [*id.*]

*Q.* In firing volleys or independently, must the **number of rounds** be always specified?

*A.* Yes. [*id.*]

*Q.* Should the lever be closed and the leaf of the back-sight put down after each round?

*A.* When the order is to fire more than one round, the lever will not be closed (in volley firing the thumb will remain in the loop of the lever until after "*Ready*" is given), neither will the leaf of the back-sight be put down till after the last round. [*id.*]

*Q.* What is the rule as to the men **ordering arms without command** after firing volleys or independently?

*A.* They will do so in all cases on ceasing to fire—after, if necessary, removing the empty cartridge case or unloading. [*id.*]

*Q.* If men have been brought to the "*Ready*," and are **not required to fire**, what should be done?

A. They are to unload by word of command. [*Rifle Ex.*, S. 7.]

Q. In volley firing should **the time** be taken from any particular man?

A. No; each man will, after coming to the present, when taking aim, pause three beats of slow time before firing. [*id.*]

### *Independent Firing, Standing or Kneeling.*

Q. Give the caution and **commands** for independent firing.

A. "— *Rounds, Independent firing,*" "At — *yards, Ready,*" "*Commence.*" [*Rifle Ex.*, S. 7.]

Q. How is independent firing **executed**?

A. Each man of the front rank will come to the "present," independently of his right or left-hand man; and when he returns to the "ready" position, his rear-rank man will come to the "present." When firing both ranks standing or both kneeling, the men of a file will thus continue firing and loading, the rear-rank man coming to the "present," when the front-rank man is at the "ready," and *vice versa*, until "*Cease fire*" is ordered. When firing front rank kneeling, the men of a file may fire independently after the first round. [*id.*]

Q. What **object** is to be studied in practising independent firing?

A. That each man should take a calm and deliberate aim, avoiding all hurry. [*id.*]

Q. When men fire independently, how should the commands "*Fire*" and "*Cease fire*" be given?

A. On the drum or bugle. [*id.*]

### *Preparing for Cavalry.*

Q. In moving into square, when should the men order and fix bayonets (or swords)?

A. If on the march, on "*Halt*" or "*Halt, Right-about—turn*"; if from the halt, the leading company will order and fix, when the remainder get "*Quick (or Double)—march.*" Men who halt without command, will order and fix as they halt. [*Rifle Ex.*, S. 8.]

Q. Describe how the square **prepares for cavalry**.

A. On "*Prepare for—cavalry,*" if the square is four deep, the second and fourth ranks take a pace of 10 inches to the front; the first and second ranks then sink upon the right knee, as a front and rear rank, but without bringing the weight of the body on the heel, at the same time placing the butts of rifles on the ground against the inside of right knees, guard to the right, muzzle slanting upwards; the left hand to grasp the rifle immediately above lower band, the right hand holding the small of the butt, left arm resting

upon the thigh, about 6 inches from the knee. The third and fourth ranks come to the "ready position," muzzles of rifles to be slightly inclined upwards. [*Rifle Ex.*, S. 8.]

**Q.** When men, **standing with unfixed bayonets** (or swords), are ordered to prepare for cavalry, how do they act?

**A.** At once fix bayonets (or swords), and proceed in usual way. [*id.*]

**Q.** If the square is to fire, how is the command given and the **fire** executed?

**A.** Unless all the faces are to fire, "*— Face or faces*" must precede the caution. On "*Independent firing. At — yards. Ready. Commence,*" or "*Fire a volley. At — yards. Ready. Present,*" the third rank of the named faces will proceed as detailed in the Rifle Exercise; the fourth rank will raise the muzzles to an angle of 45°, resuming the "ready" on cease firing. Any face not firing will come to the order at the same time as the remainder. [*id.*]

**Q.** When it is desired that the front kneeling ranks fire a volley, what commands are given?

**A.** "*Kneeling ranks* (or *Kneeling ranks of the — face or faces*), *At — yards. Ready. Present. Order—arms.*" If desired, the front standing and kneeling ranks may be ordered to fire alternately. [*id.*]

**Q.** In a square **less than four deep**, how many ranks kneel?

**A.** The front rank only. [*id.*]

### *Manner of Inspecting Arms on Parade.*

**Q.** Describe how the arms of a company are inspected on parade.

**A.** The clothing and appointments having been inspected, bayonets unfixed, and arms shouldered, the words, "*For inspection, Port—arms,*" are given. Each man when at the "port" opens the breech, and grasps the small of the butt with the right hand, thumb pointing to the muzzle. The officer goes down the ranks, to see that the block is free from rust and clean, and also, if necessary, that it is free in its action. "*Close order,—march. Examine—arms.*" On the word "examine" the rear rank takes a pace of 10 inches to the right-front, and on "arms" both ranks come to the "ready," with muzzles so inclined as to enable the officer to look through the barrels. The officer will see that each barrel is free from rust. Each soldier, as the officer passes the file nearest to him, will close the breech by easing springs—order arms—resume his distance (if a rear-rank man)—and stand at ease. [*Rifle Ex.*, S. 11.]

*Rifle Exercises for Serjeants.*

**Q.** What **motions** do serjeants perform with the men?

**A.** Stand at ease, or come to attention, and shoulder, slope, trail, or order arms. [*Rifle Ex.*, S. 12.]

**Q.** Should serjeants always move with **unfixed swords**?

**A.** Except when they are escorting colours or when the men fix for defence against cavalry. [*id.*]

**Q.** How should serjeants carry their rifles when the men perform the **manual, firing, and bayonet exercises**?

**A.** Remain during the manual and firing at the "shoulder," and during the bayonet exercise at the "order." [*id.*]

**Q.** When a serjeant **marking a point** is extending an arm, how should he hold his rifle?

**A.** With the other hand, by the small of the butt, resting the toe against his chest. [*id.*]

*Bayonet or Sword-bayonet Exercise.*

**Q:** In what **time** should men perform the motions in the review bayonet exercise?

**A.** In quick but marked time. [*Rifle Ex.*, S. 14.]

**Q.** What is important as to **position** in the bayonet exercise?

**A.** That the limbs should not be rigid. [*id.*]

**Q.** Give the **commands** for the review bayonet exercise, the men being drawn up in line.

**A.**

PREPARE FOR BAYONET EXERCISE.

QUICK—MARCH.

REVIEW EXERCISE.

GUARD, POINT.

LOW—GUARD, POINT.

HIGH—GUARD, POINT.

HEAD—PARRY, POINT.

SHORTEN—ARMS, POINT.

GUARD.

RIGHT, POINT.

LEFT, POINT.

LOW—GUARD, POINT.

HIGH—GUARD, POINT.

RIGHT, POINT.

LOW—GUARD, POINT.

GUARD.

ABOUT.

*Foregoing will then be performed with the right shoulder and leg foremost, after which.*

ABOUT.

SHOULDER—ARMS.

FORM—LINE.

QUICK—MARCH.

ORDER—ARMS.

STAND AT—EASE.

[*id.*]



**Q.** Describe how the **colour party, captains, guides, markers, and supernumeraries** act on "*Prepare for bayonet exercise.*"

**A.** They turn about, and on "*Quick—march*" move direct to the rear, the colour party, right guides, and markers halting and fronting at 18, and the captains and supernumerary rank at 15 paces. [*Rifle Ex.*, S. 14.]

**Q.** How is the review exercise performed in **two ranks**?

**A.** The men standing, with intervals, receive "*Form ranks, Quick—march,*" on which the even numbers of each rank move up between the odd numbers. They will then be brought to the "guard," after which "*Odd (or even) numbers, About,*" will be given, so that the movements may be performed by alternate men to front and rear. [*id.*]

**Q.** How is the review exercise performed in **quick time**?

**A.** On the words, "*Review exercise in quick time—guard,*" the men go through the movements, executing them smartly, but resting a pause of slow time before each motion. [*id.*]

## **RIFLE DRILL AND PRACTICE.**

### *Instruction of the Recruit and Trained Soldier.*

**Q.** How is the instruction in musketry divided?

**A.** Into preliminary drill and practice. [*Musk. Reg.*, 22.]

**Q.** What are comprised under **preliminary drill**?

**A.** 1. Theoretical principles; 2. Cleaning arms; 3. Aiming drill; 4. Position drill; 5. Blank firing; 6. Judging distance drill. [*id.*, 23.]

**Q.** What does **practice** consist of?

**A.** 1. *Target practice*, comprising: (a) Individual firing; (b) Volley firing; (c) Independent firing; (d) Skirmishing. 2. *Judging distance practice.* [*id.*, 24.]

**Q.** What is the exact **number of days** required for the musketry training of recruits, and how are they to be employed?

**A.** 16 days; of which 8 are to be at preliminary drill and the remainder at practice. [*id.*, 25, 26.]

**Q.** How many days are required to put a company through the annual course, and how are they to be employed?

**A.** 12 days; viz., 4 for preliminary drill, and 8 for the firing and judging distance practices. [*id.*, 39.]

### *Theoretical Principles.*

**Q.** To whom is the **instruction of the soldier** in the theoretical principles of musketry specially confided?

**A.** To the officer instructor. [*Musk. Reg.*, 65.]

**Q.** Is the **construction of the barrel** of a rifle such as of itself to give elevation to the ball?

**A.** It is. The upper surface does not lie in the same direction as the inside or bore. [*Musk. Reg.*, 66.]

**Q.** What is meant by the "**axis of the barrel**"?

**A.** It is an imaginary straight line along the centre of the bore, which denotes the course taken by the centre of the bullet, if it fits the barrel, whilst passing through it. [*id.*, 67.]

**Q.** What is meant by the **line of fire**?

**A.** The straight line in continuation of the "axis" of the barrel, showing the direction in which the bullet is proceeding when it leaves the muzzle, and which it would naturally continue to follow with uniform velocity, were it not impeded by the resistance of the air, and drawn down from it by the force of gravity. [*id.*, 68.]

**Q.** Describe how the **resistance of the air** acts on the bullet.

**A.** The atmosphere is an elastic fluid (consisting of innumerable minute particles, which press against each other and everything touching them), through which the bullet forces its way, losing a portion of its motion, and gradually moving with less and less speed. The resistance, being greater the greater the velocity of the bullet, is greatest at the moment the bullet leaves the muzzle, and consequently continually becomes less and less. [*id.*, 69.]

**Q.** What is the **force of gravity**, and its influence on the bullet?

**A.** It is a force, by which all unsupported bodies are drawn downwards towards the earth. As it is a uniformly accelerating force, the longer any body is exposed to its influence the faster it falls. [*id.*, 70.]

**Q.** Describe what is meant by the "**trajectory**."

**A.** It is the curved line in which the bullet is forced to move by the force of the powder, the resistance of the air, and the force of gravity. [*id.*, 71.]

**Q.** Is the trajectory a uniform curve throughout?

**A.** No. For a short distance the course of the bullet scarcely deviates from the line of fire. The curve increases as the bullet becomes more distant from the muzzle. [*id.*]

**Q.** If the "**axis of the barrel**" be **directed on an object**, will the bullet ever hit that object?

**A.** No; the bullet will pass below it. [*id.*, 72.]

**Q.** How far does the bullet fall in the first 100 yards?

**A.** About 8 inches. [*id.*]

**Q.** To enable the bullet to strike an object 100 yards distant, to what point above the object must the axis be directed?

**A.** To a point about 8 inches above it. [*id.*]

**Q.** If the barrel were as thick at muzzle as at breech, what would ensue from aiming 8 in. above the mark?

**A.** The firer would lose sight of the mark. [*Musk. Reg.*, 72.]

**Q.** Describe how sights are arranged to enable the firer to give elevation without losing sight of the mark.

**A.** A back-sight is affixed to the barrel of such height for 100 yards that when he brings the tip of the fore-sight and the object in a line with his eye over the centre of this back-sight, the line of fire is directed at a point exactly the required distance above the object to be hit. [*id.*, 73.]

**Q.** What is meant by the line of sight?

**A.** The line passing from the eye over the backsight and tip of the foresight to the centre of the object. [*id.*]

**Q.** As the elevation for 100 yards would not be sufficient for longer distances, how is the required elevation shown on the back-sight?

**A.** By means of a hinged leaf, on which the proper elevation for all distances within range is marked. [*id.*, 74.]

**Q.** In firing at objects more distant than the rifle is sighted for, or at an object nearer than 100 yards, how must aim be taken?

**A.** By raising the eye vertically over the back-sight in the former, and by aiming a little under the mark in the latter case. [*id.*]

**Q.** To ensure accurate firing, is it necessary that the back-sight should be held perfectly upright?

**A.** It is. [*id.*, 76.]

**Q.** What effect would the inclination of the sight to either side have upon the flight of the bullet?

**A.** Instead of hitting the mark aimed at, the bullet would invariably strike low, and on that side to which the sight is inclined. The greater the distance, the greater would be the error. [*id.*]

**Q.** As the soldier cannot be certain of the correct distance, how should he fire his first shot in the field?

**A.** Rather under than over estimated distance; as, if it falls short, he may, by observing the dust or earth thrown up, gain some idea of the proper elevation, and the bullet may in its ricochet strike the object. [*id.*, 80.]

**Q.** Explain the effect of wind on a bullet in motion.

**A.** When from the right, it will carry bullet to left of the line of fire, and *vice versa*; when from front, it will slightly decrease its range, and when from the rear, increase it. [*id.*, 81.]

**Q.** How must the soldier be taught to remedy the effect of wind?

**A.** By making allowance for the deviation in taking aim. [*id.*]

*Q.* What rules must guide the soldier as to the amount of allowance to be made for wind ?

*A.* No fixed rule can be laid down. He must acquire experience, but always take into consideration the strength of the wind, and the distance of the object. He must also watch the effect of his shot, and make more or less allowance as may be necessary. [*Musk. Reg.*, 81.]

*Q.* In making allowance for wind in aiming, why should the distance of the object be considered ?

*A.* Because on that will depend the length of time the wind will have to act on the bullet. [*id.*]

*Q.* Is the effect of wind from front or rear as great as that of a side wind ?

*A.* No. [*id.*]

*Q.* What are the two methods of making allowance for wind at distances over 400 yards ?

*A.* By directing the line of sight to the right or left of the object or by using the wind gauge, which enables the firer to aim direct at it. [*id.*, 82.]

*Q.* State roughly what allowance is obtained for every 100 yards of distance by using the wind gauge.

*A.* About one foot and a half. [*id.*]

*Q.* What should the soldier be taught to do in aiming at an object moving across his front ?

*A.* To aim a little in advance of the object, being guided by the pace it is going and its distance from the firer. [*id.*, 83.]

*Q.* In aiming at an object moving, or during wind, should aim be taken direct on the object before any allowance is made ?

*A.* Yes ; and then, without pausing or dwelling on the aim, the necessary allowance should be made by moving the rifle sideways. [*id.*, 84.]

*Q.* Name some method of securing the proper elevation and direction, in taking aim, which may be adopted by soldiers when required to keep up a fire on an enemy whom they are prevented from seeing, either by darkness, dust, or smoke temporarily arising between the eye and the object.

*A.* If they can get an opportunity during daylight, two forked sticks may be planted in the ground, in such a direction and of such height respectively, that a rifle, with the sights adjusted, laid on them may command the point desired, or the same object may be attained by placing sand bags on stones ; or a soldier may plant a single stick a few feet in front of him, so that the top of it may be in line between his eye and the object, and by aiming at the top of the stick, keep up an efficient fire. After dusk or darkness has set in, a white rag tied round the barrel over the fore-sight

and another round the back-sight will assist the soldier in taking aim. [*Musk. Reg.*, 84.]

*Q.* What effect has the sun, when shining, on aim? How may it be remedied?

*A.* If shining from the left, it lightens up left side of fore-sight and right side of notch of back-sight, which is apt to cause axis to be directed to the right in aiming, and *vice versa*. Blackening the sights will prevent this. [*id.* 87.]

*Q.* When the sun shines both on the sights and on the object what precaution is required in taking aim, and why?

*A.* A little more elevation is required than on a dull day when, owing to the fore-sight being less clearly defined a greater quantity of it is unconsciously taken up into the alignment. [*id.*, 88.]

*Q.* How should the soldier remedy any defect in sighting his rifle?

*A.* He must pay attention to each shot, and make allowance in aiming for any defect he may discover. [*id.*, 89.]

*Q.* When is a barrel said to be rifled?

*A.* When it has grooves cut down the inside of it. [*id.*, 90.]

*Q.* Why are the grooves of a rifle cut in a spiral direction?

*A.* To cause a bullet to turn or spin on its longer axis. [*id.*]

*Q.* What degree of turn or twist is given to the grooves?

*A.* One complete turn in 22 inches. [*id.*]

*Q.* Does the spinning movement given by the grooves to the bullet continue during its flight?

*A.* Yes. [*id.*, 91.]

*Q.* In what way does the spinning movement of the bullet ensure accuracy of flight?

*A.* By preventing rotation in any other direction, thus keeping its point foremost, and by constantly presenting any imperfections of surface to the air in opposite directions. [*id.*]

### *Cleaning Arms.*

*Q.* What is the **first lesson** in cleaning arms?

*A.* To name the various parts of the rifle and of the breech action. [*Musk. Reg.*, 96.]

*Q.* What is the **second lesson** in cleaning arms?

*A.* To remove and strip the block; and to replace the striker, assemble and replace the block. [*id.*, 97.]

*Q.* Give the directions for removing and stripping the block.

*A.* Close the action; knock out block axis pin with the drift; depress the lever and hold down front of block with left thumb, close the lever, and the block will spring out. Take out block, turn the curve in keeper screw fair with curve in stop

nut, unscrew stop nut, and striker and mainspring will fall out. [*Musk. Reg.*, 97.]

Q. Describe how to replace striker, assemble and replace block.

A. Place striker in block, and drop in mainspring; screw home stop nut; turn keeper screw head into its bedding; turn striker with longest part of slot down; place the block in body, with front end lowest; hold lever with right hand, thumb pressing indicator forward, the trigger being pressed back by forefinger; press hard on knuckle of block with heel of left hand, to force it into its seat; at the same time depress and work the lever to get the tumbler into the slot in the striker. Compress sides of block axis pin with cramp, place it in the body and drive it home. [*id.*, 98.]

Q. What is the **third lesson** in cleaning arms?

A. Instructions for cleaning the rifle.

[*id.*, 99.]

Q. Give the instructions for cleaning the rifle.

A. Open the breech; pass cleaning rod through hole at top of sight protector, screw jag on cleaning rod, wrap a damp rag, flannel, or tow, round jag, so as to cover it, pass it into barrel, pressing the protector firmly on the muzzle, and rub the barrel carefully up and down to remove the fouling. No water to be used. Should the rod stick fast in the barrel no attempt is to be made by the soldier to drag it out by extreme force, but the armourer is to remove it. Replace the damp rag by a dry rag, and having dried the barrel, finally pass an oiled rag (woollen if possible), a few times up and down the barrel. Wipe the inside of the body as far as practicable and block with an oiled rag to remove dirt and prevent rust. Rub the exterior of the barrel and slightly oil the chamber. Close the breech by easing springs. [*id.*]

Q. May emery, sandpaper, or any hard substance, be used in cleaning rifles?

A. No.

[*id.*]

Q. What oil only may be used?

A. The oil issued from store.

[*id.*]

Q. How often and how is the barrel to be wiped out?

A. Every morning, and on all occasions before using with a rag slightly oiled.

[*id.*]

Q. How is the stock to be preserved?

A. By rubbing it with oil. No French polish or varnish to be used. A little bees'-wax should be applied between stock and barrel.

[*id.*]

Q. What is contained in the **fourth lesson** of cleaning arms?

A. Explanations how the rifle and ammunition may get out of order.

[*id.*, 100.]

Q. May the soldier attempt to alter the "pull off" of his rifle, or to correct any tendency to "miss fire"?

A. No; it must be left to the armourer. [*Musk. Reg.*, 100, 101.]

Q. How should a soldier act when he suspects that the barrel of his rifle is either bent or dented?

A. He should report the circumstance. [*id.*, 102.]

Q. May the soldier use his rifle for carrying any weight?

A. No. [*id.*]

Q. How are the barrels of rifles frequently injured?

A. By being placed forcibly in a rack, or piled carelessly; by rust; or by dirt entering the muzzle during skirmishing. [*id.*, 103.]

Q. How is rust caused, and in what way does it injure the interior of a rifle barrel?

A. Rust is caused by the joint action of moisture and air. In the interior of the barrel it causes resistance to the passage of the bullet, prevents its expansion, and impairs its rotation. [*id.*, 105.]

Q. What should be carefully attended to, to ensure the preservation of the ammunition in pouches?

A. The pouch should be well packed, and no vacant space allowed in any compartment in which there are cartridges. Cartridges should be kept dry. [*id.*, 107.]

Q. What are the rules as to soldiers removing breech blocks or making any alterations in the rifle?

A. No N.-C. officer or private may remove a breech block until certified to be competent by the instructor. No other part of the rifle is to be removed except by the armourer. [*id.*, 109.]

### *Aiming Drill.*

Q. In what is the recruit instructed at aiming drill?

A. In taking aim and adjusting the back-sight of his rifle. [*Musk. Reg.*, 110.]

Q. How many men should compose the squads at aiming drill?

A. Not more than 10, to be formed in single rank. [*id.*, 111.]

Q. What rules are laid down for guidance in aiming?

A. 1. That the back-sight should not incline to right or left. 2. That the line of sight should be taken along the centre of the notch or over the centre white line of the back-sight and the top of the fore-sight, which should cover the middle of the mark aimed at. 3. That the eye should be fixed steadfastly on the mark aimed at, and not on the barrel or fore-sight. 4. That in aiming the left eye should be closed. [*id.*]

Q. At what distances and bull's eyes is aiming drill to be practised?

A. At the distances laid down for recruits and drilled soldiers respectively, at bull's eyes 8 inches in diameter up to 300 yards, and 18 inches in diameter for all distances beyond 300 yards. [*id.*, 113.]

**Q.** How may a soldier improve his vision ?

**A.** By looking at small objects at distances beyond those at which he will have to fire in practice. [*Musk. Reg.*, 114.]

### *Position Drill.*

**Q.** What is the soldier to be taught in position drill ?

**A.** To go through the motions of firing with accuracy.

[*Musk. Reg.*, 116.]

**Q.** In what does position drill differ from firing exercises ?

**A.** The latter comprehends loading and firing in the ranks ; the former, essentials of good individual firing. [*id.*, 117.]

**Q.** In what order of dress is position drill during the preliminary drills to be practised ?

**A.** In drill order.

[*id.*, 118.]

**Q.** Should bayonets be fixed at position drill during the preliminary drills ?

**A.** No.

[*id.*

**Q.** How should the men be formed for position drill ?

**A.** In squads of 10 for each instructor, the men being 1 pace apart, in single rank, and about 20 yards from the mark to be aimed at. [*id.*, 118.]

**Q.** Before commencing position drill, what is the instructor to point out to each man ?

**A.** A mark to aim at.

[*id.*, 119.]

**Q.** What are the rules as to practising position drill in the intervals between the annual musketry courses ?

**A.** Position drill, particularly the first and third practices, is to be frequently carried on by every company, broken up into squads of 10 men, each under the supervision of the officers, assisted by the regimental and company instructors. [*id.*, 120.]

**Q.** What are the principal objects of the first practice in position drill ?

**A.** To accustom the soldier to handle his rifle expertly, and by strengthening the left arm, to give him a perfect command of it with his left hand, and to habituate him to raise it to the shoulder without moving his body. [*id.*, 121.]

**Q.** What caution is given in the first practice ?

**A.** "Position drill by numbers—First practice, standing (or kneeling)." [*id.*

**Q.** Give the words of command in the first practice.

**A.** "At — yards—Ready." "Present." "Two." "Three." "Ease springs—Order arms—Stand at ease." [*id.*

**Q.** When the squad has been thoroughly instructed in the first practice by numbers, how is it to be exercised ?

**A.** In the same practice, judging the time.

[*id.*



Q. Give the caution and command for the first practice (the squad judging the time), after coming to the "Ready."

A. "*First practice, judging the time.*" "*Present.*" "*Steady.*" "*Ease springs.*" "*Order arms.*" "*Stand at ease.*"

[*Musk. Reg.*, 121.]

Q. What is the object of the **second practice**?

A. To habituate the men to combine the motions of the "present" in the required order. [*id.*]

Q. Give the caution and commands for the second practice.

A. "*Position drill by numbers—Second Practice, standing (or kneeling).*" "*At — yards—Ready.*" "*Present.*" "*Two.*" "*Three.*" "*Ease springs—Order arms—Stand at ease.*" [*id.*, 122.]

Q. What is the object of the **third practice**?

A. To establish union between hand and eye. [*id.*, 123.]

Q. Give the caution and commands for the third practice.

A. "*Position drill—Third practice, standing (or kneeling, or lying down).*" "*Independent firing, at — yards. Ready.*" "*Commence.*" "*Cease—fire.*" [*id.*]

Q. When only should squads be exercised in the third practice of position drill **lying down**?

A. When well grounded in the practices standing and kneeling. [*id.*]

Q. What points are to be most minutely attended to in each man's position **when at the "present"**?

A. That sights are upright—rifle pressed firmly to shoulder with left hand—when aiming, head inclined a little forward (not sideways)—trigger pressed steadily, without motion of hand or arm, until the spring is released; also that the eye is fixed upon mark during and after snapping. [*id.*, 124.]

Q. How is the instructor to ascertain that every man has the **correct position**; that in aiming he obtains the alignment quickly and readily; and that his aim is not lost while pulling the trigger?

A. He is to scrutinize each man in succession, correcting errors in position. He is also to place himself in front of each man, and cause him to aim at his eye. [*id.*]

Q. When the **instructor observes a fault** in a man's position when the rifle is at the shoulder, how should he correct it?

A. He is to cause him to come to the "present" three or four times without loading, to correct the defect noticed. [*id.*]

### *Blank Firing.*

Q. For **what purpose** is the recruit to fire with blank cartridge before being permitted to fire with ball?

A. To give him steadiness, and to accustom him to the recoil? [*Musk. Reg.*, 125.]

**Q.** How many rounds of blank cartridge are to be fired in the different positions by every recruit at preliminary drill?

- A.** 10 rounds in individual firing, standing.  
 10 „ in independent firing, front rank kneeling.  
 10 rounds in individual firing,  $\left\{ \begin{array}{l} 5 \text{ kneeling.} \\ 5 \text{ lying down.} \end{array} \right.$   
 10 „ in volleys, front rank kneeling.

[*Musk. Reg.*, 125.]

**Q.** What should be **specially attended to** in blank firing?

**A.** The position of the body, arms, and hands, the manner of pressing the trigger, and the position of the head when taking aim. [*id.*, 126.]

**Q.** What should be explained to the recruit as to the recoil?

**A.** That by pressing the butt firmly into the hollow of the shoulder he may control the recoil. [*id.*, 127.]

### *Judging-Distance Drill.*

**Q.** What is to be **taken note of** in judging-distance drill?

**A.** The size and appearance of men and objects at different distances. [*Musk. Reg.*, 128]

**Q.** In teaching a soldier to estimate distances by the eye, how is he to be **first exercised**?

**A.** In observing the size and appearance of two men at known distances. One of the two will at each distance stand facing the squad, and the other will be in any position at the superintending officer's discretion. [*id.*]

**Q.** At what **known distances** are the points of observation to be placed for recruits and trained soldiers respectively?

**A.** *For the Recruit.*—First four days at 50, 100, 150, 200, 250, and 300 yards. Remaining four days at 350, 400, 450, 500, 550, and 600 yards. *For the Trained Soldier.*—First day at 250, 300, 350, 400, 450, and 500 yards. Second day at 550, 600, 650, 700, 750, and 800 yards. [*id.*]

**Q.** Explain how **fixed points for observation** up to 300 yards are thrown out.

**A.** The instructor is to fix upon some object in the distance, and align 2 men thereon 20 yards apart, and facing each other, and place 11 paces to right or left of nearest man, and at right angles to line selected, another man for the fixed points to cover on. He is then to march a squad of 12 men, formed two deep, on alignment chosen, and halt it at 50 yards' distance, when the sixth file will turn about and cover the two men already aligned. The man 20 yards off will now be removed, and the squad will march on in an oblique direction for 50 yards or 61 paces, when it will halt,

and the fifth file will turn about and cover diagonally. The squad is to continue so to march in an oblique direction, leaving a file at every 61 paces. When all the points are aligned the covering point is withdrawn. [*Musk. Reg.*, 131, 132.]

*Q.* When the points are to be thrown out for observation beyond 300 yards, how is it done?

*A.* In the same manner as for distances up to 300 yards. The process commences 300 yards short of the most distant point required. [*id.*, 133.]

*Q.* Before squads proceed to observe the appearance of the points, what is the officer to point out to the men?

*A.* That they are to note the size and appearance of the object, taking into consideration at the same time the position of the sun, the state of the atmosphere, and back-ground, noting the effect of these conditions, in order that they may be accustomed to appearance of objects under altered conditions. [*id.*, 134.]

*Q.* How are the instructors and squads to be placed for observing known distances?

*A.* The squad instructors are to be opposite the several points at intervals of 11 paces, and the squads in succession formed up one pace in rear of the instructor opposite to the first point, who will proceed to indicate to the men the parts of figure, arms, accoutrements, and dress which can be perceived on the two men before him; after which he will question the men on the observations they have made, and impress on their minds the appearance of men at this distance. He will then pass the squad on to the next instructor, who will proceed in the same manner, directing the men also to make comparisons between the two men under observation and those previously seen. If preferred, stations can be marked at 11 paces apart, and each instructor take his own section down the line [*id.*, 136.]

*Q.* Is the appearance of objects at any distance the same to all men?

*A.* No; it varies according to the strength of vision of the observer. [*id.*, 137.]

*Q.* What methods of throwing out points at known distances may be adopted to save time in the exercise?

*A.* The points may be thrown out both to front and rear, when the squads at each distance, after observing the points in one direction, will be turned about to view them in the other. If the party be large, points may be thrown out both to the right and left. [*id.*, 138, 140.]

*Q.* When all the men of the squad or party have made their observations on the different fixed points, what is to be done?

*A.* The men will be required to estimate the distances of men

at unknown distances within the limits laid down in the table of drills. [*Musk. Reg.*, 141.]

Q. Describe how the exercise in judging **unknown distances** is proceeded with.

A. The squad having marched on to different ground from that on which the drill on fixed points has taken place, the instructor will caution the men to recollect the appearance of the men just seen at known distances. The men will judge on objects such as a tree, gate, building, embankment, &c., as well as on men, care being taken that the object selected is clearly pointed out. Four answers will be given at each drill. [*id.*, 142.]

Q. Describe the method to be followed in **recording answers** when judging unknown distances.

A. The squad instructors, having formed 5 paces in front of the right of squads, are, as soon as their own answers have been taken down, to call each man separately to the front and question him, noting in a register his answer, which must be given in a division of 5 yards, and in a low tone, in order that those following may not be influenced. No talking is allowed whilst answers are given. [*id.*, 143.]

Q. When the men have given answers, what should be done?

A. The answers are to be read over to them by squad instructor, to ascertain that they are correctly recorded—instructor will ascertain correct distance by means of a range finder, or the squad will pace the distance, the instructor placing himself in centre to count paces, 120 of which are equal to 100 yards. The distance is then to be made known and entered in the register. [*id.*, 144.]

Q. What points are to be assigned each answer in judging unknown distances at preliminary drill?

A. The same as are laid down for judging distance practice. [*id.*]

Q. When a party is divided with a view to judge the distance from each other, what method is adopted of **signalling the correct distance** to the squad opposite to that with which the range finder is placed?

A. A flag lowered to right signifies hundreds of yards; to left, tens; and to front, five. Thus, for example, if flag is lowered 4 times to right, 5 times to left, and once to front, distance signalled is 455 yards. [*id.*, 145.]

Q. In estimating unknown distances beyond 300 yards when there is **no range-finder**, what method may be followed to save time and marching?

A. The party is separated into two portions, moved in different directions, and when halted, turned towards each other. A file is thrown out on the flanks a few paces off when commencing to take down the answers, and closed when the answers are checked.

After every man has judged the distance which separates the parties, and answers have been recorded, they advance toward each other, counting paces as before. [*Musk. Reg.*, 146.]

### *Target Practice.*

**Q.** May firing take place under any circumstances unless an officer is on the range?

**A.** No.

[*Musk. Reg.*, 149.]

**Q.** Describe the construction and dimensions of a target.

**A.** It is of iron; bullet proof; 6 feet in height and 2 in breadth, having squares of 6 inches cut on the face, to facilitate the marking of hits in diagrams for experimental purposes, and to serve as guides in painting the "bull's eye" and "centre."

[*id.*, 151.]

**Q.** How are the targets coloured?

**A.** White, the "bull's eye" and lines describing the "centre" being black.

[*id.*, 152.]

**Q.** When targets are to be used, how should they be placed?

**A.** As perpendicularly as possible on the platforms provided for the purpose, and at right angles to the line of range.

[*id.*, 153.]

**Q.** When targets are laid down, how should they be placed?

**A.** At an incline, face upwards.

[*id.*, 155.]

**Q.** When a target becomes unserviceable, what is done?

**A.** It will be exchanged in the manner prescribed for all stores.

[*id.*, 156.]

**Q.** How many men are employed daily on fatigue at the practice ground under the orders of the instructor of musketry?

**A.** At least six, under a N.-C. officer.

[*id.*, 157.]

**Q.** How are the fatigue men employed at the practice ground?

**A.** Under the orders of the instructor of musketry, in fixing and cleaning targets, signalling shots, and as look-out men to warn persons from crossing the range during firing, and for other duties on the range. Watch coats are provided for their use during the winter.

[*id.*, 157.]

**Q.** State how shots that strike the target are to be signalled.

**A.** By means of discs placed on the face of a dummy target, which is to be of the size of a second-class target, but with the colours reversed, the bull's eye being white, and the remainder of the target black.

[*id.*, 158.]

**Q.** To whom is any damage to dummy targets or discs caused by shots passing through them chargeable?

**A.** To the troops.

[*id.*

**Q.** Where are the dummy targets to be placed during practice?

**A.** On either side of or above the marker's butt or mantlet, as may be best adapted to the range.

[*id.*, 159.]

Q. Describe the discs to be used indicating the hits. State the points fixed as the value of each hit; and name the flags to be used to indicate "ricochet" and "miss."

HITS.		VALUE IN POINTS.
Outer.....	{ <i>White Disc</i> —First shown on the side of the marker's butt, and then placed on the dummy. }	2
Centre.....	{ <i>White Disc</i> —Placed at once on the dummy. }	3
Bull's Eye...	{ <i>Black disk</i> —Placed at once on the dummy. }	4
Ricochet.....	{ <i>Red flag</i> waved to and fro in front of the target. To be marked R in register. }	0
Miss.....	<i>Red and white flag.</i>	0

[*Musk. Reg.*, 160, 161, 162.

Q. How is the "miss signal" to be used?

A. The direction of the "miss" is to be shown by the flag outside the dummy target. When it cannot be determined by the marker he will wave the flag to and fro across the whole face of the dummy target.

[*id.*, 162.

Q. What is meant by **ricochet**?

A. A shot which strikes the ground before hitting the target.

[*id.*, 161.

Q. Detail some of the regulations as to the use of the **red flag** at ball practice.

A. It is the signal for danger or cease firing, and is raised whenever it is necessary to cease firing to re-colour targets, or for other purposes. No man is to leave the marker's butt until the "cease fire" has been sounded, and the red flag raised at the firing point, in answer to the danger signal. The flag is to be kept up as long as the markers are out of the butt, or any person is in the line of range. When "cease fire" is sounded at the firing point, it is to be answered from the marker's butt by raising the danger flag, and on "fire" sounding it is to be lowered. No shot is to be fired when the flag is up.

[*id.*, 163.

Q. When a bullet strikes so that the mark made by it cuts the outer edge of the **bull's eye** or **centre**, how is it counted?

A. As hitting the bull's eye or centre.

[*id.*, 164.

Q. May a shot which has **grazed the target** be counted?

A. Not unless the mark of the bullet, part or whole, is seen on the face of the target.

[*id.*

Q. Who is the **marker** in the butt to be, and what is his duty?

A. He is to be a N.-C. officer (if possible a serjeant), of a different company from the one firing. He is responsible that correct signals are given, and is to keep a memorandum of each shot fired under the head of bull's eyes, centres, outers, ricochets, and misses. [Musk. Reg., 165.

Q. How are the men to be **marched to the firing ground**?

A. In squads of not more than 20 men. [id., 166.

Q. When should the **men's names** be entered in the register or summary?

A. Before the party goes out to the ground. [id., 167.

Q. In what order are the men's names to appear in the register or summary?

A. The same as in the "Drill and Practice Return." id.

Q. How are the men of each squad to be **placed in the ranks**?

A. In the same order as in the register. [id.

Q. By whom is the **register** to be kept when at practice?

A. If possible, by an officer; if not, by a N.-C. officer. The senior company officer present will not keep a register, he being responsible for general superintendence. [id., 168.

Q. Describe how the register is to be kept at target practice.

A. The officer (or N.-C. officer) will call out each man's name before he fires, and enter opposite to it in the register the number of points obtained by each shot, notifying the same to the man. All entries must be made in ink. Should any alteration become necessary, a fine line is to be drawn through the figure or letter, and the correction made, the initials of the company officer keeping the register, or when the register is kept by a N.-C. officer, those of the officer superintending the practice being immediately attached to it. Erasures are prohibited. [id., 168, 169.

Q. Should an erasure or an irregular alteration be found in a register, what would be the consequences?

A. It would invalidate the entry. [id.

Q. State **how the men are to fire** at target practice.

A. "Fire" being sounded, and danger flag lowered, the officer will order the practice to commence, when each man in succession, beginning from right of front rank, and afterwards from right of rear rank, or in the same order from any named man of squad, will take two paces to front, make ready, and fire, after which he will advance arms, and as soon as his shot is signalled, and his name, with points obtained, called out by the register-keeper, move by the nearest flank and form 3 paces in rear. Each man will step forward and get into position when the man on his right has fired, but will not come to the "present" till the last shot has been signalled. The section having completed the round will be moved to its original position, when the firing is to proceed as

before. When men are firing in "the lying down position" they may be allowed to get into position by two at a time, and fire alternately, until, if desired, the ten rounds have been expended.

[*Musk. Reg.*, 170, 171.]

*Q.* What special rule is laid down as to loading at target practice?

*A.* No man is ever to load until all is clear for him to fire, and if it become necessary for any purpose to cease firing any man who is loaded will at once unload, remaining unloaded until the order is given to resume the practice. [*id.*]

*Q.* When firing in the "lying down position," what should be done to avoid keeping the men standing too long in the ranks?

*A.* A part of the section may pile arms at the firing point, retire about 20 yards and fall out, remaining there in charge of a N.-C. officer until required. [*id.*, 172.]

*Q.* Should the officer or instructor point out any errors he may observe to a soldier whilst he is in the act of firing?

*A.* No; he is to correct him after he has fired. [*id.*, 173.]

*Q.* When from the number of hits it becomes necessary to colour the target, what is to be done before colouring?

*A.* The captain or officer superintending and marker are to compare the register with the target, and the officer is to see that they agree, a fine line being drawn under the last shot in each column to mark where the practice ceased, and the officer is to satisfy himself that the target is properly cleaned. [*id.*, 174.]

*Q.* If during a practice a shot strikes the wrong target, what is to be done?

*A.* The marker, having raised the danger flag and shown the position of the shot, will mark it, to prevent mistakes when checking. [*id.*, 175.]

*Q.* On the conclusion of the practice by a section at each distance, what is to be done?

*A.* Points obtained by each man are to be totalled and read out; "Cease fire" and "Advance" are to be sounded; the captain or superintending officer and marker are to compare the register with the target, adding or deducting any difference from "total points." Hits found on the target, but not in register, are not to be credited to any individual. Any correction in the score claimed by a soldier must be made before another shot is fired. [*id.*, 176.]

*Q.* When any additions or deductions are made in a register, where is the cause to be explained?

*A.* On the back of the register, the entry being signed by the officer comparing the target. [*id.*]

*Q.* In what case may the register and target be compared after the conclusion of the practice at two distances?



A. When firing 20 rounds in a day and the sections are small, or when the hits are not too numerous. [*Musk Reg.*, 176.]

Q. When the register has been closed, and compared with the target, what is to be done with it?

A. It is signed by the register-keeper, the marker, and by the captain or officer superintending. The "Duplicate total points," corresponding with the practices executed, having been initialed by the officer instructor or assistant, is then torn off and handed at once to the instructor; but this is not necessary in the case of recruits, casualties, and 3rd class shots. [*id.*, 177.]

Q. If there be any men, whose names are in the register, that have not practised, where is the cause of absence to be briefly stated?

A. In the columns "total points" and "duplicate total points." [*id.*]

Q. What are the serjeant instructors to do with the registers at the conclusion of each day's work?

A. The company instructor is to enter from the registers opposite each man's name in the proper column of the company "Drill and Practice Return" the total points obtained in his 10 rounds at a distance. The regimental serjeant-instructor will make the entries for recruits and 3rd class shots. [*id.*, 180.]

Q. If a section or squad, when at individual firing, is prevented by heavy rain from finishing a practice, what is to be done?

A. The shots already fired are to be compared with the target, the points obtained by each round totalled, and initialed by the officer, and the practice completed on a future occasion. [*id.*, 181.]

Q. If a man having fired one or more rounds at a distance be unable to complete the practice with his party or company, what is to be done?

A. The points made are to count and be entered in pencil in the drill and practice return, until he becomes available to complete the course as a casual. Should he be unable to resume the practice before the end of the course, points entered in pencil will be entered in ink, and he will be treated, as regards classification and figure of merit, as if exercised through individual firing. [*id.*, 182.]

Q. Whose duty is it to compare the entries in the "Drill and Practice Return" with the "duplicate total points" at the conclusion of the course of every company, and to satisfy himself that the classification is correct?

A. It is the duty of the officer instructor. [*id.*, 183.]

Q. What number of rounds is to be expended by every recruit in his training, and by every drilled soldier in his annual course of practice, except in certain exceptional cases?

A. 90 rounds, as follows:—*Recruits*—60 in individual firing,

10 in volleys, 10 in independent firing, and 10 in skirmishing. *Trained Soldiers*—60 in individual firing, 5 in volleys, 5 in independent firing, 20 in skirmishing. [*Musk. Reg.*, 184.]

Q. State the distances, firing positions, number of rounds to be expended at each distance, number of targets to be used, and dimensions of bull's eye and centre laid down for the different descriptions of firing by recruits and drilled soldiers.

A.				BULL'S EYE.	CENTRE.
	YARDS.	POSITIONS.	ROUNDS.		
THIRD CLASS.	Recruits.	100 Standing	10	} Two targets.	1 ft. diam.
		200 Standing	10		
	Soldiers.	200 Standing	10		
		300 Kneeling	10		
SECOND CLASS.	Recruits.	300 Kneeling	10	} Three targets.	2 ft. diam.
		400 Kneeling	10		
	Soldiers.	500 Any Military	10		
		600 Any Military	10		
FIRST CLASS.	Recruits.	500 Lying down	10	} Four targets.	3 ft. diam.
		600 Lying down	10		
	Soldiers.	700 Any Military	10		
		800 Any Military	10		
VOLLEY & INDEPENDENT FIRING	Recruits.	300 <i>Volleys—Front Rank Kneeling.</i>	10	} 6 Targets—One foot black line across centre.	
		300 <i>Independent—Front Rank Kneeling.</i>	10		
	Soldiers.	400 <i>Volleys—Front Rank Kneeling.</i>	5		
		400 <i>Independent—Front Rank Kneeling.</i>	5		

In skirmishing, the men may fire in any position. One target is used with black mark 2 feet square across centre ; 10 rounds are

expended *by the recruit*, advancing and retiring, between 400 and 200 yards; and 20 rounds by the *trained soldier*, advancing and retiring, between 600 and 200 yards. [*Musk. Reg.*, 185.]

Q. What is understood by the term "**any military position?**"

A. Standing, kneeling, or lying down, as defined in the position drill, at the option of the firer. [*id.*, 186.]

Q. What is the rule as to **use of rests** in firing?

A. In individual firing no rests are allowed; in the lying position a great-coat, sheet, or rug may be used to protect the uniform, but neither the rifle, left fore-arm, wrist, nor hand is to rest against anything; in skirmishing or field firing, mounds, stones, &c., may be used as rests. [*id.*, 187.]

Q. May a soldier make temporary **marks on the slide** with pencil, colours, or any substance?

A. Only if they can be easily effaced. [*id.*, 188.]

Q. In what **order of dress** is firing to be executed?

A. Individual firing and skirmishing, in drill order; in volley and independent firing, the valise, with great-coat, is to be worn except in tropical climates. [*id.*, 189.]

Q. What may be permitted in the case of men of **defective vision** when shooting?

A. Short-sighted men may use spectacles. Men certified to be suffering from defective vision of the right eye may be allowed to fire from the left shoulder. [*id.*, 191.]

Q. What option is given to the soldier as to the use of the **leaf of the back-sight?**

A. He may use either the notch or the level edge of the slide, which will be reversed by the armourer when necessary. [*id.*, 192.]

### *Individual Firing and Classification.*

Q. At what distances and targets, and in what positions, are **recruits** to fire in the different classes during individual firing?

A. At a third-class target, at 100 and 200 yards standing; at a second-class target, at 300 and 400 yards kneeling; and at a first-class target, at 500 and 600 yards lying down. [*Musk. Reg.*, 193.]

Q. At the termination of the recruits' individual firing, what **classification** is made?

A. Those who obtain 100 points will be classified as 1st class shots; those obtaining 70, but failing to obtain 100, as 2nd class shots; and those failing to obtain 70 points, as 3rd class shots. [*id.*, 194.]

Q. How are all **third-class shots** to be annually trained?

A. Under the musketry instructor, through a recruit's course of preliminary drill, and a trained soldier's course of practice. [*id.*, 195.]

**Q.** How many points must 3rd class shots obtain to qualify them to shoot in the following annual course with their companies?

**A.** 70 points or upwards. [*Musk. Reg.*, 196.]

**Q.** How are the performances of 3rd class shots recorded?

**A.** In a drill and practice return set apart for the purpose. The results of their target practice will be entered therefrom in the annual return after the last company, and be included in the averages and figure of merit. The judging distance practice will be entered in the same way, and be included in the averages.

[*id.*, 197.]

**Q.** At what distances and targets, and in what positions, are **trained soldiers** to fire in the different classes during individual firing?

**A.** At a 3rd class target, at 200 yards standing and 300 yards kneeling; at a 2nd class target, at 500 and 600 yards in any military position; and at a 1st class target, at 700 and 800 yards in any military position. [*id.*, 198.]

**Q.** At the conclusion of the trained soldiers' individual firing, what classification is made?

**A.** Soldiers to be classified as marksmen must obtain 130 points; as 1st class shots, 100 points. Failing to obtain the latter, they are classified as 2nd class shots. [*id.*, 199.]

**Q.** How is the **figure of merit** to measure the efficiency of the shooting of a squad, company, or battalion arrived at?

**A.** It is the average of the individual firing, the total points being divided by the number of men who commenced the practice, including any men who, owing to defective vision, do not fire. [*id.*, 200.]

**Q.** Does the battalion figure of merit include the shooting of 3rd class shots?

**A.** Yes. [*id.*]

**Q.** How are ties between corps, companies, &c., to be decided?

**A.** By reference to the average points at the several distances taken successively in the inverse order of firing. [*id.*]

### *Volley and Independent Firing.*

**Q.** In what order of **dress**, in what **position**, and at what **distances** are volley and independent firing by recruits and trained soldiers to be executed? State the number of **rounds** at each distance.

**A.** They are to be performed in drill order, with valises and great-coats, front rank kneeling; distances and number of rounds as follows:—

		Rounds.	Distance.
Recruits.	{ Volley Firing, -	10	300 yds.
	{ Independent Firing, -	10	300 "
Trained	{ Volley Firing, -	5	400 "
Soldiers.	{ Independent Firing, -	5	400 "

[*Musk. Reg.*, 201.]

Q. How many **targets** are used for volley firing?

A. Six, placed close together, across the centre of which is to be coloured a black bar 1 foot deep. [*id.*, 202.]

Q. What value in points do **hits** possess in volley firing?

A. Fair hits and ricochets (not fragments) 2 points. [*id.*]

Q. Of what number of men should a **squad** or **section** firing in the volley and independent practices consist?

A. As near 20 as possible, but never less than 7. [*id.*, 203.]

Q. When a rifle **misses fire** in volley firing, what is done?

A. The shot is to be considered as expended, and the man is to fire the subsequent volleys with the section, and be included in the number firing. [*id.*, 205.]

Q. In volley firing, is the **time** to be taken from any particular man?

A. No; each man is, after coming to the "present," when taking aim, to make a pause equal to three beats of slow time before firing. [*id.*]

Q. How is the "**merit**" of volley and independent firing determined?

A. By dividing the number of points obtained by the hits on the target by the number of men in the squad. [*id.*, 204.]

### Skirmishing.

Q. What is the rule as to the number of **rounds** and the **distances** in skirmishing practice of recruits and trained soldiers respectively?

A. 10 rounds of ball are to be fired by the *recruit* in skirmishing order, advancing from 400 to 200, and retiring from 200 to 400 yards, until ammunition is expended; each man judging his own distance, and arranging his sight. The *trained soldier* will expend 20 rounds in this practice, advancing from 600 to 200 yards, and retiring from 200 to 600 yards. [*Musk. Reg.*, 206, 207.]

Q. At what **targets** does skirmishing practice take place?

A. At single targets, 6 paces apart, each to be 2 feet high and 6 feet broad, and have a black mark 2 feet square in the centre. Every file has its target. On the word or sound "Fire" the rear-rank men move up on the left of the front-rank men on the same alignment. [*id.*]

*Q.* How do **shots count** in skirmishing practice?

*A.* Fair hits and ricochets, 2 points. [*Musk. Reg.*, 207.]

*Q.* What **rules** are laid down for **firing** in the skirmishing practice?

*A.* The men may fire in any position, taking advantage of such irregularities of ground as may offer in their advance, halting to fire, but must not load until they are in position, with their front clear, whether advancing or retiring. [*id.*, 209.]

*Q.* What **sentries** are to be placed during skirmishing?

*A.* One on each flank of the targets, about 40 or 50 yards off, to prevent any person approaching. [*id.*]

*Q.* In what manner are **hits recorded** in volley, independent, and skirmishing practices?

*A.* Before commencing the firing the officer is to ascertain that the names entered in the summary are those of the men firing, and at the conclusion of the firing the hits are to be taken off on the summary, in his presence, by the company sergeant-instructor. The N.-C. officer will sign, and the officer countersign, the summary, after it has been compared with the target. The points obtained by each section are to be inserted in the proper columns of the drill and practice return. [*id.*, 24.]

*Q.* What is done with the **summaries** when completed?

*A.* They are retained by the captain, the officer instructor taking the memorandum of hits on the several targets, to check the entries in the "Company's Drill and Practice Return." In the case of casuals, recruits, or 3rd class shots, the memorandum need not be made, and the summaries are to be retained by the instructor. [*id.*, 213.]

*Q.* When should the volley, independent, and skirmishing practices be gone through?

*A.* As a rule, after the individual firing, but in exceptional cases, when the weather is not favourable for firing at long ranges, they may be taken after completing the firing at the second class distances. [*id.*, 214.]

### *Field Firing.*

*Q.* By what soldiers, and with whose special **approval**, may field firing be practised at any station?

*A.* By trained soldiers, with the approval of the C.-in-chief. [*Musk. Reg.*, 215.]

*Q.* May field firing take place on measured **ranges**?

*A.* Not if it can be avoided, as it is desirable that there should be no clue to the distances. [*id.*, 216.]

*Q.* What **precautionary measures** are to be taken in field firing?

*A.* The C.-officer on the spot is to arrange for keeping the

ground by a cordon of videttes, or sentries extended at a safe distance on each flank, to at least 2000 yards in rear of the object aimed at. [*Musk. Reg.*, 217.]

Q. By whom and how is the **annual period** for field firing fixed?

A. By C. officers, with the approval of the general commanding. [*id.*, 218.]

Q. What **objects** are to be fired at in field firing?

A. At single corps stations a "post," as it would be occupied by an enemy, and at large stations a "position," should be prepared by officers, who are never to belong to the regiments to be engaged. These posts or positions should be changed for the practice of regiments that have any previous knowledge of the distances. [*id.*, 219.]

Q. Who is to act as **umpire** during field firing, and exercise a general superintendence?

A. The C. officer, or, if he cannot be present, another superior officer. [*id.*, 220.]

Q. How is the **enemy**, and the artillery holding the post or position, to be represented?

A. Individual men, by iron dummies or stuffed figures, supports and reserves by screens, and guns by fascines or trestles. [*id.*, 221.]

Q. What is the rule as to the **distances** at which field firing is to open or close?

A. They are left to the discretion of the C. officer, according to the degree of skill the troops have gained, and the nature of the ground. [*id.*, 226.]

Q. May range-finders be used in field firing?

A. Yes. [*id.*]

Q. Name the three stages into which distances in field firing are divided, to suit the requirements of attack.

A. *First*, from the extreme practical range to about 600 yards; *second*, from about 600 yards to about 400 yards; *third*, from about 400 yards to about 200 yards. [*id.*, 227.]

Q. How near the post or position may troops advance firing?

A. Not much nearer than 200 yards, except in wooded countries. [*id.*]

Q. What **number of companies** are to be engaged in field firing at once?

A. One or more, according to the extent of the position. [*id.*, 228.]

Q. By whom should all **executive commands** be given in field firing?

A. The officer who would command on field service. [*id.*]

Q. In what **formation** should field firing be executed?

A. In the "attack formation," as laid down in the "Field Exercise." [*id.*, 229.]

Q. What number of **rounds** should be expended every year in field firing?

A. 20 per man.

[*Musk. Reg.*, 230.]

Q. How is **overcrowding** in the fighting line, consequent on its being reinforced, to be avoided?

A. By the men, whose ammunition becomes expended, falling out as if wounded.

[*id.*

Q. What is to be done with expended **cartridge cases** during field firing?

A. They are to be kept by the firers, collected from them before dismissal, and returned to store.

[*id.*

Q. How are the **results of field firing to be recorded**?

A. The total number of the hits separately shown for the infantry, guns, and squadrons represented, the rounds fired at each stage, the distances estimated during the several stages of firing, and as subsequently ascertained to be correct, will be recorded by the officer superintending, without reference to the number of hits on particular dummies or screens. The summaries for skirmishing may be used.

[*id.*, 231.]

Q. Are men who are not available for field firing to be considered **casuals**, and liable to make it good?

A. No.

[*id.*

Q. How is the **value** of the shooting in field firing estimated?

A. By the percentage of hits to rounds fired.

[*id.*

Q. Describe how the firing should be **executed** in field-firing practice.

A. It should commence (1st stage by trial shots) and continue in a deliberate manner; the control of the company officers over the fire of their men should be constantly tested by the superintending officer; waste of ammunition and a hurried objectless fire are to be guarded against; oblique or converging fire may be practised; volleys by sections or half-sections may be fired during the 1st stage.

[*id.*, 232.]

Q. In what part of the **returns** is field firing to be shown, and what information is to be given?

A. In the columns for skirmishing, the heading being altered to show numbers of "men exercised," "rounds fired," "number of hits," and "percentage of hits to rounds fired."

[*id.*, 234.]

Q. What **report** of field firing is to be made by each regiment engaged?

A. A report (with sketch, 8 inches to a mile, of the ground on which the firing took place), in which the post or position attacked, the mode of attack, the result for each stage and for the whole firing, will be described, for submission to the C.-in-chief.

[*id.*, 236.]



**Q.** Through what channel is the report of field firing to be forwarded?

**A.** By the C. officer on the spot to the District A. A.-General for Musketry, who will submit it to the General for transmission to headquarters. [*Musk. Reg.*, 237.]

### *Annual Course of Revolver Practice for Staff Serjeants.*

**Q.** What are the regulations as to the revolver practice of staff serjeants?

**A.** Each serjeant will fire 12 rounds annually, standing, at a single target (bull's eye 6 inches and centre 1 foot in diameter), at 30 yards distance. The pistol to be held in one hand only. As soon as each serjeant has fired 6 rounds in succession, the points will be recorded in a register. When all the serjeants present have fired the first 6 rounds, the second 6 will be fired and recorded. The registers will be attached to the annual return. [*Musk. Reg.*, 241.]

**Q.** Name the staff serjeants who are required to go through the course of revolver-pistol practice.

**A.** Serjt.-major, Q.-M. serjt., band serjeant, drum or bugle major, paymaster serjeant, orderly-room clerk. [*G. O.*, 9, 1880.]

### *Further Training of Indifferent Shots.*

**Q.** What men are to receive further training as indifferent shots?

**A.** All who, when firing with their companies, obtain less than 70 points, and thereby show a falling off in the standard of shooting previously attained. [*Musk. Reg.*, 242.]

**Q.** What further training are indifferent shots to receive?

**A.** They are to be exercised, after the termination of the annual course, in aiming and position drills, and each fire 20 rounds in individual firing. [*id.*, 242.]

### *Orders to be observed on Rifle Ranges.*

**Q.** Detail the orders for the senior officer on the range, and for the officer at the firing point.

**A.** Not to allow practice till red flag is hoisted on signal staff, and sentries or look-out men posted. To see that the red flag is used in the marker's butt to signal danger. Not to allow a man to fire till the shot of the previous man has been signalled. To order "Cease fire" to be sounded and "Danger" flag to be hoisted; also to see that any men who are loaded unload immediately red flag is raised at any marker's butt, or any person or animal appears in front, and on no account to allow any firing to proceed as long

as a danger flag is up at the butts. When the said flags are lowered to order the "Fire" to be sounded, and the danger flag at the firing point to be dropped. To see that on ranges in pairs sections fire simultaneously at same distances. That when "Cease fire" sounds, all firing on the range is discontinued. That persons watching practice stand clear of party; that no talking among the men, or irregularity is allowed. [*Musk. Reg.*, 246.]

*Q.* State some of the principal rules for the guidance of the **N.-C. officer marking in the butt.**

*A.* Not to allow practice until large red flag is hoisted, and sentries or look-out men posted; to see that every shot is correctly signalled; that danger flag at butt is raised when firing is stopped for any purpose; that no man leaves butt till "Cease fire" has sounded, or danger flag been raised at firing point in answer to danger signal at butt; that the danger flag accompanies marker when examining target; that red flag is kept up as long as markers are out of butt or any person on the range; that danger flag is lowered when range is clear; that there is no talking or noise in butt; that danger flag is hoisted and shaken about when a look-out man hoists his flag or gives notice that any one is in the line of fire; that all in the butt keep under cover; that when a shot strikes dummy target danger flag is raised, and fact signalled to firing point. [*id.*, 247.]

*Q.* Is the attendance of a **medical officer** necessary at practice?

*A.* Not except in exceptional circumstances, and under the orders of the General commanding. [*id.*, 248.]

*Q.* How is the attendance of a medical officer to be ensured in case of **accident** on a range?

*A.* The name and address of a medical officer who will remain in his quarters or hospital, so as to be available in case of accident, is to be communicated to the officer in charge of each firing party. [*id.*]

### *Standard of Merit in Shooting.*

*Q.* State what "figure of merit," and what averages in volley firing, independent firing, and skirmishing, may be considered as indicating very good, good, moderate, and bad shooting, with the Martini-Henry rifle.

<i>A.</i>	VERY GOOD.	GOOD.	MODERATE.	BAD WHEN UNDER
Figure of Merit, .	110	95	80	80
Volley firing, .	9	8	7	7
Independent Firing, .	9	8	7	7
Skirmishing, .	18	16	12	12

[*Musk. Reg.*, 250.]

*Judging-Distance Practice.*

**Q.** Should the judging-distance practice be gone through by each recruit, trained soldier, and company officer annually?

**A.** It should. [*Musk. Reg.*, 251.]

**Q.** In the judging-distance practice, how are the correct distances ascertained?

**A.** By the range-finder; or, in its absence, by pacing; or, if the ground be irregular or hilly, by triangulation. [*id.*, 252-257.]

**Q.** What points are placed to estimate distances from?

**A.** When the ground admits of it, and a sufficient number of fatigue men are available, two parties will be sent out in different directions for the company or squad to judge on alternately. In other cases one party must suffice, but its position is to be varied for the several distances. If preferred, a section or more of the party may be sent forward as "points," under an officer or N.-C. officer, who will estimate their distance from the main body, the correct distance each time, after all the answers have been recorded, being signalled to them. Objects will also be selected to judge on. [*id.*, 253, 254, 255, 256.]

**Q.** How are the answers recorded?

**A.** In a register which is kept by a serjeant or corporal under the superintendence of an officer. [*id.*, 258.]

**Q.** How are the answers given?

**A.** The party having marched to the place where they are to judge from, the register keepers will be moved 5 paces to the right of the several sections. These N.-C. officers, after giving their own answers, call each man to the front, to give his estimate in yards of the distance that separates him from the points or object, which is immediately noted in register. Silence is preserved, and answers are given in a low tone. N.-C. officers are not to keep the registers containing their own names, if it can be avoided. [*id.*, 258, 259.]

**Q.** When the answers of all the men have been taken down, what is done?

**A.** They are read over to the men, so that any error as regards entry may be corrected. After this the commander states aloud to the men the correct distance, which is noted at once at top of column, and value of points registered and made known to them. No alteration may be made after distance has been declared.

[*id.*, 260.]

**Q.** What is done at the conclusion of an exercise?

**A.** The number of points obtained by each man is read over to the party, and inserted under "total points" in register. [*id.*]

**Q.** What are the regulations as to signing and closing the judging-distance register?

**A.** It is signed by N.-C. officer who kept it, and by officer.

Officer instructor initials "duplicate total points," tears column from register, and keeps it to check entries in "Drill and Practice Return." In the case of recruits and third class shots, the register is signed by register keeper and by officer instructor or assistant; the column "Duplicate points" in these cases, as well as for casuals, need not be filled in. [*Musk. Reg.*, 262.]

Q. What are the rules as to corrections, &c., in the register?

A. No erasure is to be made; corrections are to be initialed by the officer. [*id.*, 263.]

Q. In judging distance practice what number of exercises are to be performed, what number of answers are to be given in each exercise, and within what limits is the practice carried out?

A. *Recruit*: 6 exercises, 4 answers in each; between 50 and 600 yards. *Trained Soldier*: 3 exercises, 8 answers in each; between 200 and 800 yards. [*id.*, 264.]

Q. How is the value of the answers awarded in judging distance practice?

A. Distances are divided both for the recruit and trained soldier into two classes, and the value of the answers, by points, is awarded according to the class within which the correct distance falls, as follows:—

2nd Class,	All distances up to 400 yards, inclusive:—	
	Within 10 yards,	2 points.
	" 20 "	1 point.
1st Class,	All distances beyond 400 yards:—	
	Within 20 yards,	2 points.
	" 40 "	1 point.

[*id.*, 265.]

Q. In the trained soldier's course how many second class distances are to be given in each exercise?

A. Not more than four.

[*id.*

Q. At the conclusion of the course of judging distance practice, what classification is made?

A. The points obtained by each man in the several exercises are to be added together, and the same entered opposite his name, under aggregate total points in the "Drill and Practice Return," all recruits or trained soldiers who have obtained 24 points and upwards are classified as 1st class, and those failing to obtain that number as 2nd class. [*id.*, 267.]

Q. How is the merit of the battalion, company, or section, if required, to be obtained?

A. By dividing the total aggregate points by the number of men who commenced the practice in the first exercise; the judging distance of the "third class shots" being included in calculating the battalion average. [*id.*, 268.]

Q. What are the rules regarding "judging distance" by officers?

A. Officers will judge distances with their companies, their performances to be entered in a separate register. [*Musk. Reg.*, 269.]

Q. What practice in judging distance is to take place in addition to the usual annual course?

A. The men are occasionally to be exercised when marching out. Objects at distances up to 1400 yards may be selected, and when thus judging over 800 yards, the value of the answers by points will be—within 50 yards, 2 points; within 100 yards, 1 point. [*id.*, 270.]

Q. What is done as to the best judges of distance on these occasions?

A. Their names are handed to the adjutant with a view to their being excused from afternoon parade, or receiving some other indulgence. [*id.*]

Those Parts of the "Queen's Regulations and Orders for the Army" (Sections 6, 7, 8, 12, 13, 16, 17, 23) which relate to the duties and conduct of a subaltern officer; the Army Discipline and Regulation Act, 1879 (Part I. to Sections 55 inclusive, and Sections 80, 133, 134, 175, and 181, and the rules of procedure made under the Acts) necessary for the performance of the duties of a member of a Court Martial.

[*Q. Reg.*, S. 4, § 25, (c).

## DISCIPLINE.

### *General Instructions.*

*Q.* What do the Regulations impress on C. officers with reference to the **prevention of crime**?

*A.* That it is the absence, and not the screened existence, of crime which is the criterion of discipline. [*Q. Reg.*, 6, § 1.

*Q.* What is laid down in the Regulations as to the treatment of first offences of soldiers if not of an aggravated character?

*A.* Punishment is not to be resorted to until milder treatment has failed. [*id.*

*Q.* What do the Regulations prescribe as to the general treatment of N.-C. officers and soldiers?

*A.* Officers are to adopt a system of command which shall insure respect, and are to require the same to be followed by the N.-C. officers. Offensive terms are to be avoided. [*id.*, §§ 2, 3.

*Q.* What are officers to avoid when reproving N.-C. officers?

*A.* Reproving them in the presence of privates—unless it be necessary for example that the reproof be public. [*id.*, § 4.

*Q.* Are N.-C. officers liable to minor punishments?

*A.* No.

[*id.*, § 5.

*Q.* When it is necessary to confine N.-C. officers, are they sent as prisoners to the guard room?

*A.* Only in extreme cases, to ensure safe custody. In general, they are simply to be placed "under arrest." [*id.*

*Q.* In what terms do the Regulations define the **responsibility of officers in general** with respect to the maintenance of discipline?

A. Officers are at all times to afford the utmost support to their C. officers, and are to notice, repress, and instantly report any neglect or impropriety, whether on or off duty, in N.-C. officers or soldiers of their own or any other corps. [Q. Reg., 6, § 6.]

Q. May any change be made by officers on detachment in the system of minor punishment?

A. No. [id., § 7.]

Q. To what extent may the power of ordering punishment for minor offences be delegated to company officers?

A. Officers commanding companies may be authorised to award punishments not exceeding seven days' confinement to barracks, but such punishments must be approved of by the C. officer. [id., § 8.]

Q. In whose presence should charges against soldiers be investigated by the C. officer?

A. In the presence of the officer commanding the company, the adjutant, and the prisoner. [id., § 9.]

Q. If the C. officer is satisfied from the evidence of the nature and degree of the offence, when and how is his award to be given?

A. At once in his own handwriting. [id.]

Q. When soldiers are under restraint, are they during examination or trial to wear or hold their caps?

A. No; they are to be deprived of them. [id., § 10.]

Q. At what hour should prisoners be disposed of, and what is the rule as to a previous medical examination?

A. Having been examined by a medical officer, they should be disposed of before the C. officer's parade in the morning. [id., § 11.]

Q. Describe the nature and extent of punishment other than fine which may be awarded by a C. officer.

A. (a) *Imprisonment or deduction from pay*, or both, to the extent authorized by the Army Discipline Act.

(b) *Confinement to barracks* not exceeding 28 days, which carries with it punishment drill (except in the case of soldiers of the A. H. corps) to the extent of 14 days, the taking all duties in regular turn, attending parades, being employed in duties of fatigue at the discretion of the C. officer. Confinement to barracks for 14 days and under is to carry with it punishment drill in marching order (except in the case of soldiers of the A. H. corps).

(c) *Confinement to barracks for 28 days without punishment drill* for concealing disease; with or without an entry in the regimental defaulter book.

(d) *Extra guards or pickets* for minor offences, or irregularities when on, or parading for, these duties.

The minor punishments under the last three heads are not to be

awarded for any offence for which imprisonment exceeding 7 days has been awarded. [*Q. Reg.*, § 12. *G. O.*, 98, 1876. *A. D. Act*, 46.

*Q.* For what offences should imprisonment be reserved?

*A.* Riot, violence, and insolence to superiors.

[*Q. Reg.*, 6, § 13. *G. O.*, 26, 1879.

*Q.* Should imprisonment precede any further punishment that may be inflicted of confinement to barracks and extra drills?

*A.* Yes; but the whole period of confinement, including imprisonment, may not under one award exceed 28 days.

[*Q. Reg.*, 6, § 13.

*Q.* If a soldier under punishment for a minor offence commits a *fresh offence* for which summary punishment may be awarded, what rules apply as to further confinement to barracks and imprisonment?

*A.* Confinement to barracks may be awarded to commence at the expiration of the previous sentence, although taken together the awards may exceed 28 days; but no confinement to barracks shall continue for more than 56 days; if the fresh offence be committed during imprisonment, additional imprisonment may be awarded, to commence at the termination of the first, but 168 hours in the aggregate may not be exceeded. If the fresh offence be committed after completion of any imprisonment, but before the completion of any confinement to barracks awarded in a former sentence, fresh imprisonment may be awarded, to commence at once, and to reckon concurrently, as far as may be, with the confinement to barracks. [*id.*

*Q.* What is the nature and duration of *punishment drill*?

*A.* It consists of marching, not of instruction drill, and is not to exceed 1 hour at a time, or 4 hours in the same day. [*id.*, § 14.

*Q.* Where should punishment drill be carried on?

*A.* In the barrack yard or drill ground; if in billets, the defaulters are to be marched out on a public road, for the prescribed period, under a N.-C. officer. [*id.*, § 15.

*Q.* Under what authority are *fines for drunkenness* awarded?

*A.* That of the A. D. Act. [*id.*

*Q.* Where is the printed *scale of fines* to be placed?

*A.* In every barrack room. [*id.*

*Q.* Give the scale of fines and other punishments which the C. officer may award for drunkenness.

Subsequent Acts.	{	<i>A.</i> First and second acts, . . .	Admonition or C. B.
		If within 3 months of second, . .	Fine 7s. 6d.
		If over 3 and within 6 months, .	,, 5s.
		If over 6 and within 9 months, .	,, 2s. 6d.
		If over 9 and within 12 months, .	Company entry.
		If over 12 months, . . . . .	To be treated as first act



but a second subsequent act is to be treated according to scale. When the four preceding acts have been committed within 12 months, 2s. 6d. to be added for every subsequent act within that period; but this addition is not to be imposed when the soldier is not liable to fine. [Q. Reg., 6, § 15.]

Q. What scale of fines for drunkenness applies in the case of colonial corps; and what is the maximum daily stoppage on account thereof?

A. The fines are to be one-half the amount specified in the ordinary scale, and the maximum daily stoppage is to be 2d. [id.]

Q. What is the *mode of levying fines*?

A. (a) Fines are to be enforced by an actual stoppage, beginning from the day of award inclusive, and not by a mere debit in the accounts; (b) When a fine amounts to 10s., or when a second fine has been incurred before a former one is paid, the daily stoppage is to be 4d., but it is never to be less than 3d. (c) The fines for a second offence, while the soldier is already under stoppage for a fine, are to commence when the first has been paid. [id., § 16.]

Q. Has a soldier the *right of appeal* to a C.-martial against a summary award of fine?

A. Yes. [id., § 17. A. D. Act, 46.]

Q. When it is supposed that a fine for drunkenness has been improperly levied, what course is to be pursued?

A. The C. officer will report the circumstances to the general commanding, whose decision will be final. [Q. Reg., 6, § 17.]

Q. When an act of *drunkenness is combined with any other offence* for which it may be necessary to try the soldier, how is the act of drunkenness to be dealt with?

A. If the trial is to be by regimental C.-martial, the drunkenness is to be previously dealt with summarily; but if the trial is to be by district or garrison C.-martial, the drunkenness will form one of the charges. [id., § 18.]

Q. What is the rule as to *combining other awards with fines*?

A. Confinement to barracks may be added to fine in aggravated cases, but imprisonment only when the drunkenness is in connection with other offences not sufficiently grave to be dealt with by C.-martial, or when the soldier is a defaulter at the time of the offence. [id., § 19. G. O., 21, 1880.]

Q. In what case is an act of *absence without leave* to be considered equivalent to an act of drunkenness?

A. When there is good ground for believing that it arose from the design of the soldier to remain absent till he could return sober. [Q. Reg., § 20.]

Q. Who is to decide whether an act of *absence without leave* is to be recorded as equivalent to an act of drunkenness?

A. The C. officer.

[Q. Reg., § 20.]

Q. May a soldier be fined for absence without leave which is considered equivalent to an act of drunkenness?

A. No.

[id.]

Q. When and where is the C. officer's decision that a case of absence is equivalent to drunkenness to be recorded?

A. At once, in the defaulter's sheets.

[id., § 20.]

Q. What effect does the decision that an act of absence is equivalent to an act of drunkenness have in computing fines?

A. Every such entry is counted as an act of drunkenness in computing future fines.

[id.]

Q. May convictions by C.-martial for absence without leave or desertion be counted as equivalent to acts of drunkenness?

A. No.

[id.]

Q. May the periods during which a soldier is absent from duty by reason of imprisonment or absence without leave count in any calculation for *exemption from fine*?

A. No.

[G. O., 29, 1880.]

Q. How are awards of *fines to be published* and recorded?

A. In the regimental order book, and in the case of fines accompanied by some other punishment requiring such entry, in the regimental defaulter book.

[Q. Reg., § 23. G. O., 17, 1877.]

Q. May *fines which cannot be recovered* from a soldier's pay be recovered from any other source?

A. No.

[Q. Reg., 6, § 24.]

Q. What is the rule as to *detention in barracks* after drunkenness?

A. The soldier is to be detained 24 hours from confinement (without punishment drill); but this time is not to be counted as part of any punishment by the C. officer.

[id., § 21.]

Q. What **deprivation of pay for absence without leave** may be awarded by C. officers?

A. Deprivation for any days of such absence not exceeding five.

[id.]

Q. Is a C. officer precluded from trying by C.-martial any absence for *less than five days*?

A. No.

[id.]

Q. Who alone can dispense with trial in a case of absence without leave for *more than 5, but under 21 days*, and what summary punishments are to be inflicted in such cases?

A. General officers commanding. The punishment consequently awarded by the C. officer should be one entailing a regimental entry.

[id.]

Q. In *reckoning the days* during which a soldier may have been absent without leave, what rule is to be observed?

A. Although the absence may not amount to an entire day of 24 hours, the day on which he absents himself and the day on which he returns are reckoned as days of absence. [*Q. Reg.*, 6, § 25.]

Q. Has a soldier any right of option or appeal against summary punishment?

A. Only in the instances affecting pay, sanctioned by the A. D. Act. [*id.*]

Q. May a C. officer, after awarding summary punishment, vindicate the justice of his award by resorting to a C.-martial?

A. Yes. [*id.*]

Q. What limit is fixed to confinement before disposal in the case of charges against soldiers?

A. Soldiers are not to be in confinement beyond 48 hours—excluding Sundays—without having their cases inquired into, and either summarily disposed of, or reported. [*id.*, § 27.]

Q. What is the rule as to confining soldiers for minor offences, such as absence from roll call, overstaying a pass, or *slight irregularities* in quarters?

A. They are not to be lodged in the guard room, but should not be allowed to quit barracks before their cases are disposed of. They will attend parades, but not be detailed for duty. Men returning sober after tattoo may be allowed to go to their rooms, but their names and the exact hour of their return are to be noted in the guard or orderly officer's report. [*id.*, § 28.]

Q. If a soldier *refuses to obey an order*, or resists the authority of a N.-C. officer, how is he to be dealt with?

A. He is to be confined without altercation, and reported to the officer commanding his company, or adjutant. [*id.*, § 29.]

Q. When a N.-C. officer confines a soldier, should he conduct him to the guard room himself?

A. No; he should obtain the assistance of privates, and, as far as possible, avoid personal contact with the offender. [*id.*]

Q. How are soldiers in a *state of drunkenness* to be confined if possible?

A. Alone in the prisoners' room or cells—not in the guard room. They are to be visited every two hours by a N.-C. officer of the guard and an escort. In case of serious illness a medical officer is to be sent for. [*id.*, § 30.]

Q. May soldiers suspected of being drunk be put through any drill or test of their condition?

A. No. [*id.*]

Q. When a prisoner has been deprived of his arms, what must be obtained before they can be restored to him?

A. Permission of his captain or superior officer. [*id.*, § 31.]

Q. Should a N.-C. officer or soldier who has been placed in

arrest or confinement be permitted to perform any duty until his case is disposed of?

A. Not except carrying his arms and accoutrements in marching, and handing over any cash, stores, or accounts for which he may be responsible. [Q. Reg., 6, § 32. G. O., 25, 1879.]

Q. If a N.-C. officer or soldier, after being placed in arrest or confinement, is, by error, permitted to perform any duty, is he thereby absolved from punishment?

A. No; he may, if the proper authority shall think fit, be summarily punished, or be brought to trial, as the circumstances require. [Q. Reg., 6, § 32.]

Q. Are defaulters to undergo any of their punishment which may have lapsed by their being in hospital or on duty?

A. No. [id., § 33.]

Q. What do the Regulations contain as to gambling?

A. It is strictly forbidden in garrison, camp, or cantonments. [id., § 34.]

Q. How many men may be employed as regimental police, to assist the provost serjeant?

A. Three ought to suffice in barracks, but the number is never to exceed six. [id., § 35.]

Q. Name the terms which are uniformly to be used in recording the characters of soldiers.

A. Very good—good—fair—indifferent—bad—and very bad. [id., § 36.]

Q. On what should officers ground their opinion in estimating a soldier's character?

A. Primarily on the records; but his deportment, cleanliness, and manner of performing duty should be considered in his favour. [id.]

Q. Name some of the rules as to the dress, appearance, and demeanour of soldiers when out of barracks.

A. They are to be such as will create respect for the military service. Soldiers are not to leave barracks unless properly dressed, and are not to smoke in the streets. [id., § 37.]

Q. State the directions as to the growth of hair.

A. The hair is to be neatly cut and kept short. Moustaches are to be worn, and the chin and under lip to be shaved (except by pioneers). Whiskers, when worn, are to be of moderate length. On active service, beards may be worn at the discretion of the general commanding. [id., § 38.]

Q. What are the regulations as to wearing side arms and belts when off duty?

A. Side arms may be worn by serjeants only. Soldiers who have made an improper use of their belts in disturbances, and who

are of disorderly character, are to be deprived of the privilege of wearing them when out of barracks. [*Q. Reg.*, 6, § 39.]

Q. What should be impressed upon the men with regard to their demeanour towards *persons unconnected with the army*?

A. The propriety of civility and courtesy towards all classes, and of deference to civil authorities. [*id.*, § 41.]

Q. What are the rules as to **granting passes**?

A. C. officers may grant them to a limited number of well-conducted soldiers, but this power may not be delegated to the captains. A soldier is not to be recommended for a pass (except in special cases) within one month of the last company entry, or within two months of the last regimental entry, or of release from imprisonment. Admonition does not count as an entry.

[*Q. Reg.*, 6, § 40. *G. O.*, 32, 1879.]

Q. What is the rule as to the form of pass given to soldiers?

A. It must be printed (W. O. Form), signed by the C. officer, and stamped with the office stamp of the regiment. The date of last entry in defaulter book, distinguished as C. E., R. E., will be recorded (not in the case of N.-C. officers) on a marginal slip, which will be removed before the pass is given to the soldier. [*id.*]

Q. What are the regulations as to military discussions, &c., having the object of conveying **praise or censure of superiors** or others?

A. They are prohibited. [*Q. Reg.*, 6, § 42.]

Q. What is the nature of the Regulations on the subject of presents and testimonials to officers and others?

A. Every officer will be held responsible who allows himself to be complimented by any collective expression of the opinion of those who serve or have served under his command. The practice of presenting testimonials to N.-C. officers on quitting their corps, should be discouraged. [*id.*, § 43.]

Q. How far are officers and soldiers permitted to take part in **political or party meetings**?

A. They are forbidden to take any part whatever. [*id.*, § 44.]

Q. What is contained in the Regulations as to **publishing information** or making anonymous complaints through the press?

A. C. officers are to prevent officers and soldiers publishing information as to military matters. Officers and soldiers will be held responsible for reports prejudicial to the interests of the service, which they may make without permission, and for information which may find its way through their means into unauthorised hands. Anonymous complaints or publications through the press calculated to excite discontent in the army are forbidden. [*id.*, §§ 45, 46.]

Q. May officers and soldiers give publicity to their opinions on

matters which may be at the time undergoing official investigation by the military authorities?

A. No.

[*Q. Reg.*, 6, §§ 45, 46.

### *Courts-Martial.\**

Q. How are young officers to become acquainted with the practice of the military courts?

A. By attending every C.-martial at the station for 6 months after joining. They are not to be nominated members until perfectly competent.

[*Q. Reg.*, 6, § 48.

Q. By whom and in what manner should charges be investigated to ascertain if the evidence is sufficient to justify trial?

A. They should be investigated by superior authority; but the officer should refrain from expressing any opinion as to guilt or innocence.

[*id.*, § 49.

Q. In what cases only should a *general C.-martial* be resorted to in the case of N.-C. officers and soldiers?

A. Aggravated cases, in which penal servitude or death can be awarded.

[*id.*, § 50.

Q. Should *theft from a comrade* be dealt with by C.-martial or the civil power?

A. As a rule, by C.-martial.

[*id.*, § 51.

Q. May officers or men, with *accusations pending* against them, be sent home from foreign stations?

A. Not except in cases of unavoidable necessity. Charges preferred should be investigated on the spot.

[*id.*, § 52.

Q. Is an officer justified in unnecessarily delaying to bring forward charges?

A. No.

[*id.*

Q. Has an officer in arrest a right to demand a C.-martial?

A. No.

[*id.*, § 53.

Q. May an officer persist in considering himself under arrest, or *refuse to return to duty*, after being released by proper authority?

A. No.

[*id.*

Q. What remedy is open to an officer *wrongfully put in arrest*?

A. Complaint as directed in the A. D. Act.

[*id.*

Q. What is meant by *close arrest*?

A. The officer may not leave his quarters or tent.

[*id.*

Q. What degree of restraint is implied by *arrest at large*?

A. The officer may be permitted to take exercise, but not beyond barracks or quarter-guard, and then only at stated periods. He cannot dine at a mess, or appear at a place of amusement or public

\* For questions and answers on C.-martial procedure see farther on.

resort; and he must not quit his room or tent except in uniform, without sash or sword. [Q. Reg., 6, § 53.]

Q. When an officer is placed in arrest, is he to be deprived of his sword?

A. Yes. [id.]

Q. When an officer is placed in arrest, to whom is the case to be reported?

A. The general officer commanding. [id.]

Q. What medical certificate should be laid before a C.-martial, and attached to the proceedings?

A. A certificate in the prescribed (W. O.) form by the medical officer, showing the state of health of the prisoner on the day of trial, and his fitness or otherwise to undergo corporal punishment (on active service only) or imprisonment with or without hard labour, and in the case of a deserter his fitness (or otherwise) for the service. [Q. Reg., 6, § 61. G. O., 62, 1877.]

Q. Under what circumstances should the medical certificate be renewed during the sitting of the court?

A. When any change occurs in the prisoner's health.

[Q. Reg., 6, § 61.]

Q. How should militia regiments report the fraudulent enlistment of militia men into the army, and what proceedings are to ensue?

A. A duplicate of the man's militia attestation, and a certificate of non-release, as well as consent to his retention in the army, is to be sent to the corps in which he is serving. The course prescribed by the Act will then be followed by the line C. officer, without reference to the A.-General, and a report of the result will be made to the militia regiment. The above certificate is to be attached to the man's army attestation. [id., § 63.]

Q. Under what circumstances may a soldier be recommended for restoration of service forfeited towards G.-C. pay and pension?

A. When he establishes his claim thereto by uninterrupted good conduct (as shown by his having no entries in the regimental defaulter book) for 5 years for a first conviction entailing loss of service, for 7 years for a second, and for 10 years if the offence was attended with aggravating circumstances. [id., § 64.]

Q. In considering a soldier's claim for restoration of forfeited service, is "fraudulent enlistment while belonging to the militia" equivalent to a conviction, although the man may not have been tried for the offence?

A. Yes. [id.]

Q. What advantage as regards restoration of forfeited service is given to soldiers who perform good, faithful, or gallant service, or some specific act of valour in the field?

A. Restoration of the forfeited service may be recommended within half the periods otherwise necessary, provided the good service in the field be combined with unremitting good conduct. [Q. *Reg.*, 6, § 64.]

Q. How is the period of probation for the restoration of forfeited service to be reckoned?

A. From the date of release of the soldier and his return to duty; or in the case of a man confessing desertion whose trial is dispensed with from date of last attestation; or in that of fraudulent enlistment from militia, from date of last line attestation. [*id.*, § 68.]

Q. What application should be made for restoration of forfeited service?

A. Application by the soldier's C. officer (with copy of record) to the A.-General on 1st January and 1st July, noting opposite each name the date of the man's becoming eligible, and of his last entry in the regimental defaulter book. The case of a soldier awaiting discharge may be specially submitted directly he becomes eligible. Covering letters are not required in such cases. Blank returns are not to be forwarded when there are no men eligible to have service restored. [*id.*, § 66.]

#### *Deserters.*

Q. To whom are **descriptive reports** of a deserter or man absent without leave to be sent?

A. To the police gazette; duplicates being also sent to the police of the man's parish as well as to the police of the locality in which the absence takes place, and of the place to which it is supposed the absentee has gone. [Q. *Reg.*, 6, § 72. G. O., 87, 1880.]

Q. How soon should descriptive reports of deserters or men absent without leave be sent off?

A. Within 24 hours, if there are good grounds for suspecting desertion; but in all cases within 5 days. [*id.*]

Q. Should an absent soldier be described as a deserter in the descriptive report?

A. Not until the expiration of 21 days, unless there are grounds for believing he has deserted. [*id.*]

Q. After what period of absence are all soldiers absent without leave to be considered deserters?

A. 21 days. [*id.*]

Q. State generally the course to be pursued when a soldier while serving either confesses or is discovered to have entered the service while belonging to H. M. service, or after having been discharged from it under circumstances that rendered him ineligible for re-enlistment.

A. The C. officer will send a return (W. O. form) to the proper



authority, with a view to the details of the former service, and names of witnesses being obtained, and on receiving the return back again with the necessary evidence, will submit the case through the usual channel for decision. [G. O., 87, 1880.]

**Q.** What course should be followed as to the disposal of deserters not serving as soldiers?

**A.** They should be proceeded against under the A. D. Act. When, however, a deserter surrenders to his regiment, the C. officer will report the surrender to the A.-General, and proceed against the deserter. [Q. Reg., 6, § 74.]

**Q.** When a notification is received from the civil authorities that a suspected deserter has been remanded by a magistrate, and that evidence as to identification is required, what course is a C. officer to pursue?

**A.** If witnesses are forthcoming he should apply to the district for a route, and on its receipt despatch such of them as will compose a suitable escort to bring the prisoner back if identified. If he thinks it doubtful whether the deserter should be brought back, he should report the circumstances to the A.-General, and request instructions. [G. O., 113, 1878.]

**Q.** When a C. officer has sent witnesses to identify a deserter in the hands of the civil power who form a suitable escort to convey him to his corps, what notification should he make?

**A.** A notification of the despatch of the escort is to be made on the back of the descriptive form, which is to be returned to the A.-General. [id., 122, 1879.]

**Q.** When a soldier is given up to another corps as a deserter therefrom, how are his kit and accounts to be dealt with?

**A.** Articles he can use are to be sent with him; the remainder are to be sold and the proceeds remitted to his captain to be credited to the man. Accounts are settled as in transfers. [Q. Reg., 6, § 75.]

**Q.** Whether is a soldier's debt to the public for a bounty fraudulently obtained, or his debt to the company for replacing a kit made away with on desertion, to be liquidated first?

**A.** The debt for necessaries, but care must be taken that the public debt is duly noted and recovered as soon as possible. [id., § 75.]

**Q.** Of how many men are escorts of deserters to consist?

**A.** As a rule, for one deserter, of one corporal and one private; for two or more, the number of privates to form the escort should not exceed half the number of prisoners. [id., § 76.]

**Q.** What is the rule as to a deserter escort including witnesses?

**A.** Escorts sent to receive reputed deserters from the civil power, or to take charge of deserters given up by one corps to another,

should include witnesses who can identify the man in the former case, or prove the fraudulent re-enlistment in the latter. [*Q. Reg.*, 6, § 77.]

*Q.* Is an escort to receive from the civil power a reputed deserter who is not satisfactorily identified?

*A.* No; the corporal will on his return report the circumstance to his C. officer for notification to the War Office. [*id.*]

*Q.* Give any rules which are specially applicable to deserter escorts passing through London.

*A.* They should, if possible, proceed without halting there. When this cannot be done, the escort will lodge the deserter in the house of detention at Clerkenwell and report itself to the brigade-major, Horse Guards, or if after 5 P.M., to the garrison serjeant-major, St. George's Barracks. [*G. O.*, 5, 1879.]

*Q.* What is the rule as to safe custody of deserters by the escort?

*A.* The escort is answerable for it. The deserters are to be handcuffed. [*Q. Reg.*, § 78.]

*Q.* For what purpose should N.-C. officers sent to receive soldiers from military custody be provided with money?

*A.* To refund the cost of their subsistence while in barracks or guard room. [*G. O.*, 24, 1874.]

### *Disposal of Prisoners.*

*Q.* When a prisoner is sentenced to **penal servitude, or to be discharged** on release, to what kind of prison should he be committed?

*A.* In the case of penal servitude to a convict prison, under War Office instructions; when sentenced to be discharged on release, he is to be sent to a civil and not a military prison. [*Q. Reg.*, 6, § 79.]

*Q.* To what prison should soldiers under long sentences of imprisonment be committed?

*A.* Millbank (military division). [*id.*, § 80.]

*Q.* When a prisoner has been sentenced to discharge, with ignominy, and is awaiting removal to a civil jail, where should he be confined?

*A.* In a military or provost prison. [*G. O.*, 41, 1877.]

*Q.* At what hour should offenders committed to civil jails **arrive at the prison**?

*A.* Not later than 10 P.M. [*Q. Reg.*, 6, § 81.]

*Q.* If a prisoner committed to a civil jail arrives too late for admission, how should he be disposed of?

*A.* He is to be placed in custody of a military guard for the night, and handed over to the gaoler early the following morning. [*id.*]

*Q.* What is the proper hour for admission to military prisons?

A. Any hour before 6 P.M.

[Q. Reg., 6, § 81.

Q. State some of the rules for the guidance of escorts whose route is through London.

A. They should not halt there if it can be avoided, but should use the Metropolitan Railway to expedite the transit. If unavoidably detained the prisoner is to be lodged for the night in the Clerkenwell House of Correction, and the escort is to proceed to St. George's Barracks, and the N.-C. officer in charge will then report himself and hand over his escort to the brigade major at the Horse Guards, or after 5 P.M. to the garrison serjeant-major, St. George's Barracks.

[G. O., 5, 1879.

Q. By what escorts are prisoners under sentence to be conducted to prison, and how are such prisoners to be dressed?

A. As a rule by warders, and dressed in prison clothing. In no case are fewer than two warders to be employed or more than eight prisoners to be conveyed at one time. Military escorts are only to be applied for when the duties are more than the warders can perform, and in such cases the prisoners will wear uniform.

[Q. Reg., 6, § 82.

Q. What rules are to be followed as to the clothing of prisoners proceeding to or from prison?

A. Escorts, after conducting prisoners to a civil jail for discharge on release, will take back with them the tunics, caps and trousers, and plain clothes will be furnished to the men by the jailer on release. Clothing of prisoners will be kept at their regiments, and the N.-C. officers who go to conduct the men from Millbank on release will take the soldier's clothing with them, or if that be not forthcoming a suit belonging to the corps for use on the journey.

[id., § 83.

Q. What conveyance to and from railway stations is to be provided for prisoners in charge of warders (and in London for military escorts with clothing for released prisoners) proceeding to Millbank?

A. Covered conveyance, which, if army service vans are not available, is to be hired. Out of London the clothing must be carried to the station by fatigue parties.

[id., § 84.

Q. How is money advanced for conveyance of prisoners to Millbank?

A. By district paymasters, the amount being entered on the route.

[id.

Q. At foreign stations, where there is no military prison, should imprisonment exceeding 42 days be carried out in provost cells?

A. Only in case it cannot be carried out in civil jails; but

prisoners, other than those belonging to colonial corps, who have to undergo extended sentences of two years, should be sent to England. [Q. Reg., 6, § 85.]

Q. When it is desirable to remove prisoners under sentence of C.-martial for the purpose of **embarking for foreign service**, what is to be done?

A. Timely application is to be made to the A.-general, showing each man's age, service, offence, sentence, and unexpired imprisonment, with medical certificate of fitness. The men are to be prisoners until the sailing of the vessel. [id., § 86.]

Q. State shortly some general regulations regarding the embarkation of prisoners.

A. Soldiers imprisoned for offences committed shortly before embarkation, and other prisoners under orders from head-quarters, may be sent in custody to the port. The officer commanding them is to receive from the district generals, or in emergent cases, from C. officers, lists of those who should not be released on the sailing of the vessel, and they are to be treated as prisoners on board should their sentences remain unexpired. The C. officer on board will release all C.-martial prisoners on disembarkation at any foreign station. When the accommodation on board for prisoners embarking is insufficient, the C.-officer at the port will select some of the prisoners for release. [G. O., 5, 1880.]

Q. Give some of the regulations as to the **form of commitment** to civil and military prisons.

A. The medical certificate of fitness to undergo prison discipline is to be carefully filled up. In case of unfitness, the grounds for the medical officer's opinion must be stated. When the prisoner is to be discharged with ignominy, the name of the civil prison to which he is committed is to be stated. Extracts from the court-martial book are to be given on the third page. [Q. Reg., § 87.]

Q. In **calculating sentences of imprisonment**, should the day on which the proceedings are signed and day of release be included?

A. Yes. [id., § 88.]

Q. Under what restraint is a soldier to remain throughout the **day of release** from prison or cells?

A. Confined to barracks, being exempt from duty? [id., § 89.]

Q. When a case occurs of a man being placed on duty on day of release from imprisonment, what course is to be followed?

A. The case is to be reported to superior authority. [id.]

### *Provost Prisons.*

Q. How and by whom are **military prisons** controlled and managed?

A. They are established under the authority of the A. D. Act and controlled by an inspector general, with whom all officers in command correspond direct. They are managed in accordance with the "Military Prison Regulations." [Q. Reg., 6, § 90.]

Q. For what sentences are **military prisons** applicable?

A. Imprisonment for more than 42 days; or, under special directions, for shorter periods. [id.]

Q. For what sentences are **provost prisons** to be used?

A. Imprisonment by a C.-officer, or not exceeding 42 days by a C.-martial. [id., § 91.]

Q. What are the regulations as to the **inspection of cells** before use?

A. No cell may be occupied till it has been certified by the Inspector-General of Military Prisons, or abroad by a specially appointed staff officer, to be of proper construction. [id., § 92.]

Q. How is **sanction for the occupation** of cells notified?

A. By the War Office to the Local Commissary. [id.]

Q. What must C. officers ascertain before committing prisoners in cells?

A. That the cells have been sanctioned for occupation. [id.]

Q. What is the special use of the "**prisoner's room**" and the "guard room cells"? By whom are the keys kept?

A. They are for the temporary detention of prisoners before trial, the cells being for such as are to be kept alone. The keys are to be in charge of the commander of the guard. [id., footnote.]

Q. What period of the day is fixed for **committal to provost prisons** and release therefrom?

A. After dinner and before dark. [id., § 94.]

Q. What is done with the *arms, ammunition, and clothing* of soldiers committed to cells?

A. Arms and ammunition are taken from them, but they carry with them a tunic, trousers, and cap, for use on Sundays.

[id. G. O., 67, 1875; 84, 1876.]

Q. What is done with *money or any superfluous article* in possession of soldiers before they are sent to prison?

A. It is taken from them, and restored on return.

[Q. Reg., 6, § 94.]

Q. What *medical examination* is made before a prisoner's admission to a provost prison?

A. A medical officer will certify his state of health, and report on any disability. [id., § 95.]

Q. What **periodical inspections** of, and reports on, provost prisons are to be made?

A. Staff or field officers should be appointed to inspect such prisons monthly (quarterly or half-yearly at out-stations), and

report to the general officer. C. officers will also report monthly on the discipline. [*Q. Reg.*, 6, § 96.]

*Q.* By whom should cells be visited daily?

*A.* By orderly and medical officers, who will report to the C. officer. [*id.*, § 97.]

*Q.* What is the rule as to the appointment of provost sergeants?

*A.* One is to be appointed for each provost prison, except when the garrison is under two companies, in which case the cells are to be under the N.-C. officer of the barrack guard, without remuneration. [*id.*, § 98.]

*Q.* What assistants to the provost serjeant are to be appointed?

*A.* Such N.-C. officers as may be necessary, and a private as cook. [*id.*]

*Q.* Describe the duty and responsibility of the police serjeant.

*A.* He takes charge of the cells, and is responsible for the custody of prisoners, and for carrying out sentences. [*id.*, § 99.]

*Q.* What police duties are within the province of the provost serjeant?

*A.* To visit the canteens; prevent drunkenness and riot; repress irregularity; and clear the barracks of disorderly characters. He must avoid personal collision with soldiers. [*id.*, § 100.]

*Q.* What assistance is to be given to the provost serjeant in making his rounds?

*A.* Such as the C. officer may think necessary. [*id.*]

*Q.* What are the provost serjeant's obligations as to receiving and releasing prisoners?

*A.* He is to act in these matters on requisition of C. officers, who must ascertain that there is room before committing prisoners. [*id.*, § 101.]

*Q.* How are prisoners on release from the cells to be taken back to their corps?

*A.* C. officers will send for them; but if they fail to do so, the provost serjeant will send the men in charge of an assistant to their corps. [*id.*, § 102.]

*Q.* How is subsistence of prisoners in cells provided?

*A.* The rate of 6*d.* each day for every man in confinement is handed over in advance by the captain to the provost serjeant, who will account for the same when the prisoners are released. (*id.*, 103). The actual cost only being chargeable to the public, the provost serjeant must apportion such actual cost among the corps to which the prisoners belong, and adjust with them the difference between the 6*d.* a day advanced and the amount expended. [*G. O.*, 67, 1875.]

*Q.* When soldiers of corps at a distance are in the cells of a barrack occupied by a regiment, how are they subsisted?

*A.* By the regiment in the barrack. [Q. Reg., 6, § 104.]

*Q.* When regiments change stations, what is the rule as to removal of prisoners in the cells?

*A.* If there is room in the provost prison at the new station, the prisoners are to move with the corps. If not, a report to the Q.-M.-General is to be made. [*id.*, § 105.]

## INTERIOR ECONOMY OF CORPS.

### *Officers.*

*Q.* State generally the duties of a commanding officer.

*A.* He is responsible for discipline, order, and a proper system; to exact obedience to regulations; to enforce discharge of duty; to promote a good understanding amongst officers, and economy at their mess; to discountenance gambling, practical joking, and dangerous money transactions; to examine officers and report on their qualifications; and to instruct and improve the men.

[Q. Reg., 7, § 1, *et seq.*

*Q.* To what extent is the C. officer's authority to be recognized by all under his command?

*A.* As paramount; whether on parade, at mess, or in any other situation. Young and inexperienced officers should look to the C. officer for advice; and in all cases of dispute he should be made the arbiter, and his decision considered final. [*id.*, § 2.]

*Q.* What should be done when an officer is declared bankrupt?

*A.* The case is to be reported to the military secretary. If any dishonourable transaction or wilful extravagance appears, the officer will not be permitted to hold a commission. [*id.*, § 7.]

*Q.* On what points should officers be examined by the C. officer and field officers frequently?

*A.* On every point connected with duty. [*id.*, § 8.]

*Q.* In what field duties should all officers be instructed?

*A.* Outposts, piquets, patrols, signalling, exercise of artillery, and construction of field works. [*id.*, § 9.]

*Q.* For what posts should subalterns qualify themselves?

*A.* That of adjutant. [*id.*

*Q.* What reports on the conduct of officers will be made by the C. officer to the inspecting general?

*A.* He will bring to notice those who may be distinguished for attention and proficiency; as well as those who are inattentive, incapable, or disinclined to afford due support to his authority, or who conduct themselves improperly. [*id.*, § 10.]

*Q.* Are C. officers accountable for regimental stores which are in the immediate charge of their subordinates?

*A.* Yes. [*id.*, § 11.]

**Q.** May officers in temporary command issue standing orders, or alter those issued by the lieutenant-colonel?

**A.** Not without reference to the general. [*Q. Reg.*, 7, § 12.

**Q.** May the lieutenant-colonel commanding, when absent from his corps, issue regimental orders?

**A.** No. [*id.*

**Q.** What is the rule as to the attendance of the C. officer on the monthly **muster parade**?

**A.** He must attend, unless absent on leave or duty; in which case the next senior officer will superintend the muster and sign the documents. [*id.*, § 13.

**Q.** To what extent are C. officers responsible for the **promulgation of orders and circulars**?

**A.** They are to publish them in orders, or circulate them, and afford every facility to officers for becoming acquainted with changes. [*id.*, § 14.

**Q.** Will ignorance of published orders be admitted as an excuse for their non-observance?

**A.** No. [*id.*

**Q.** What is the rule as to reading orders to soldiers?

**A.** All orders relating to them are to be read to them immediately. Important orders are to be read to them on three successive parades. [*id.*

**Q.** How and when should every circumstance affecting a soldier's pay or service be published?

**A.** In regimental orders, immediately after its occurrence. [*id.*

**Q.** How should regiments be formed for **superintendence by field officers**?

**A.** Into half-battalions; when there is only one field officer, he will superintend both. [*id.*, § 15.

**Q.** What is the duty of field officers and captains with regard to the acquirements of the officers under their superintendence?

**A.** To make themselves acquainted with them. [*id.*, § 16.

**Q.** What are the **duties of captains**?

**A.** They are charged with the arms, accoutrements, ammunition, clothing, and public stores of their companies, and are accountable to their C. officer for any that may be lost, spoiled, or damaged, otherwise than by accident or service. They are responsible that the men's messes and necessities are properly divided, as well as for their military conduct and appearance. They are to receive all moneys on account of the company, to take care that such moneys are expended in conformity with regulation, and with regard to the interests of the soldier. [*id.*, § 17.

**Q.** In the *absence of the captain*, on whom do the duties and responsibilities of commanding the company devolve?



A. Upon the subaltern in temporary command. [*Q. Reg.*, 7, § 17.]

Q. Who are responsible for the *cleanliness of the men* and their equipment, as well as for the state of their barracks?

A. Officers commanding companies. [*id.*, § 18.]

Q. What is the rule as to the *order of companies on parade*?

A. They are to form, equally sized, according to the seniority of the captains, from flanks to centre—viz., senior on right, next senior on left, and so on; but for drill the order may be varied by the C. officer. [*id.*, § 19.]

Q. How should each company be designated and divided for purposes of interior economy?

A. It should be designated by a letter of the alphabet, commencing from A, and be divided into two half-companies, each composed of two sections. [*id.*, § 20.]

Q. Who are responsible for *squads or half-companies*?

A. The subalterns are responsible to the captain, who is answerable for the whole to the field officer? [*id.*]

Q. What information as to the men should *subalterns* possess?

A. They are to provide themselves with a roll of their squad or half-company, and to make themselves acquainted with the disposition, character, age, and service of each of their men? [*id.*]

Q. How should the men always be *assorted in their quarters*?

A. So as to keep the men of each half-company or squad contiguous. [*id.*, § 21.]

Q. What degree of *proficiency of officers* is expected after certain short periods of service?

A. An officer is expected to be capable of commanding a company after 2 years' service, and should be competent to undertake the duties of a field officer after he has been 2 years in command of a company. [*id.*, § 22.]

Q. What subalterns are to attend the monthly settlement of *soldiers' accounts*, and make themselves acquainted with the method of keeping them?

A. All who have not passed their examination for a company. [*id.*]

Q. In addition to ordinary drill, what must every officer go through before he can be dismissed?

A. A course of *rifle instruction*. [*id.*]

Q. With what *books* is every officer to furnish himself?

A. Queen's Regulations, Instructions for Encampments, Royal Warrant for Pay and Promotion, Field Exercise, Infantry Sword Exercise, Rifle Exercises, and Musketry Regulations. [*id.*, § 23.]

Q. Name the works recommended as works of reference.

A. Handbook for Field Service, Artillerists' Manual, Simmons on Courts-martial, Clode's Military and Martial Law, and the Manual of Field Fortification, 1871. [*id.*]

**Q.** State shortly the rule restricting the employment of **quartermasters** in duties connected with supplies.

**A.** Their responsibility is limited to the quantity (not the quality) of supplies, and to their distribution. [*Q. Reg.*, 7, § 24.]

**Q.** May the duties of quartermaster and **paymaster** be temporarily combined in one person?

**A.** Not if it can be avoided. [*id.*, § 25.]

**Q.** May the paymaster preside over committees for the management of regimental funds, or act as treasurer for the same?

**A.** No. The public will not bear the loss of any such funds placed in his hands. [*id.*, § 26.]

**Q.** What description of **regimental charitable funds** only are legal?

**A.** Such as are supported by the subscriptions of officers alone, and are invested in the military savings bank and administered by the S. of State for War. [*G. O.*, 76, 1878.]

**Q.** Are regimental benefit societies subscribed to by the officers and men, or by the men alone, sanctioned?

**A.** No; they are illegal. [*id.* *Q. Reg.*, 7, § 27.]

### *Officers' Mess and Bands.*

**Q.** Who is responsible that **officers' mess bills** are properly kept, and checked and paid regularly every month?

**A.** The C. officer. [*Q. Reg.*, 7, § 28.]

**Q.** What steps should be taken to protect tradesmen from risk in supplying articles to the officers' **messman** (if a civilian)?

**A.** The C. officer should have them cautioned that the officers are not responsible for his debts. [*id.*, § 29.]

**Q.** May a serjeant be employed in the officers' mess?

**A.** Only as messman, caterer, or superintendent. [*id.*, § 30.]

**Q.** What is the rule as to the employment of N.-C. officers about the mess?

**A.** They are not to be employed in any menial capacity. [*id.*]

**Q.** By whom and how are the amounts of the officers' **contributions and subscriptions to the mess fund** regulated?

**A.** They are fixed by the C. officer, but may not exceed, for the contribution, 30 days' pay, and for the subscription, 8 days' pay per annum. Married officers who are not dining members of the mess are liable for only half of the annual subscription. The contributions should be so regulated as to prevent undue accumulations. [*id.*, §§ 32, 35.]

**Q.** What officers only are exempted from being "dining members" of the mess?

**A. Married officers whose wives or families are with them.**

[*Q. Reg.*, § 7, 41.]

**Q. In the event of any difference of opinion as to any married officer's right to be considered a non-dining member of the mess, to whom is the matter to be referred?**

**A. To the general officer commanding.** [*id.*]

**Q. How often and for what purpose are mess meetings held?**

**A. Quarterly, to audit accounts, regulate expenses, and authorize any special outlay.** [*id.*, 42.]

**Q. How are mess necessities provided?**

**A. Out of the mess fund. When a regiment is separated into half-battalions, a portion of the mess fund, plate, and necessities is to be assigned to the one detached from headquarters.** [*id.*, 43.]

**Q. To whose approval are proceedings of mess meetings subject?**

**A. That of the C. officer.** [*id.*, § 42.]

**Q. Who is responsible for order and discipline at the officers' mess?**

**A. The senior combatant officer.** [*id.*, § 44.]

**Q. What is to be the establishment of a regimental band?**

**A. 1 bandmaster, 1 serjeant, 1 corporal, and 20 privates—all drilled and effective soldiers, liable to serve in the ranks on any emergency.** [*id.*, § 50.]

**Q. What musical instruments and pecuniary grant to the band fund are allowed to every regiment by Government?**

**A. Bugles, trumpets, drums, and fifes, and £80 per annum.**

[*id.*, § 51.]

**Q. What contributions and subscriptions to the band fund are to be paid?**

**A. Officers, on attaining the rank of captain, will contribute a sum to be fixed by the C. officer, but not exceeding 20 days' original net pay of a captain, and on promotion to major or lieutenant-colonel 20 days' difference of pay. All regimental officers above rank of subaltern will pay an annual subscription of 12 days' pay in quarterly payments in advance.** [*G. O.*, 15, 1879.]

**Q. When should band accounts be laid before the officers?**

**A. At the periodical mess meetings.** [*Q. Reg.*, 7, § 53.]

**Q. What is to be the colour of the band clothing?**

**A. That of the regiment.** [*id.*, § 54.]

**Q. May boys enlisted as musicians be clothed like bandmen?**

**A. Yes, but not at the public expenses.** [*id.*, § 55.]

**Q. When bands are in garrison or brigaded, what is the rule as to precedence of bandmasters?**

**A. The senior military bandmaster is to lead.** [*id.*, § 56.]

**Q. How should bandmasters be selected?**

**A. From soldiers with Kneller hall certificates.** [*id.*, § 59.]

*Q.* What candidates should be selected for training at *Kneller hall*?

*A.* Soldiers of exemplary character, who have musical ability, and are capable of instructing others. [*Q. Reg.*, 7, § 60.]

*Non-Commissioned Officers.*

*Q.* At whose discretion are colour serjeants liable in case of misconduct to revert to the rank and pay of serjeant?

*A.* That of their C. officers. [*Q. Reg.*, 7, § 62.]

*Q.* What are the duties of colour serjeants?

*A.* They attend the colours in the field, in addition to their regimental and company duties. They are not to be detached from companies, or on recruiting service, and are invariably to be the pay serjeants. [*id.*, § 64.]

*Q.* Who only may be appointed colour serjeants?

*A.* Serjeants of approved valour and fidelity, who have rendered themselves conspicuous by attention to duty. [*id.*, § 65.]

*Q.* May a staff serjeant be employed as pay serjeant?

*A.* No. [*id.*]

*Q.* How is money to be issued to pay serjeants?

*A.* They are not to be subjected to risk by having large sums placed in their hands, as officers commanding companies receive an allowance to compensate for this risk. [*id.*]

*Q.* Explain the difference between the terms "*rank*" and "*appointment*" as applied to N.-C. officers of infantry.

*A.* The following are ranks—serjeant-major, quarter-master serjeant, serjeant, paid lance serjeant, corporal, paid lance corporal, and private. All other positions are appointments.

[*G. O.*, 13, 1876, 120, 1879.]

*Q.* What are the rules as to the resignation of N.-C. officers?

*A.* They may, with the C. officer's consent, resign rank, but not in order to escape trial by C.-martial, without the sanction of the general officer commanding. [*Q. Reg.*, 7, § 63.]

*Q.* Under what rules is a N.-C. officer liable to be removed from any appointment (including provisional lance rank, for which he has not been especially enlisted)?

*A.* He may be removed without trial for irregularity or incapacity, and will in that case revert to the rank he held before he obtained the appointment. This will not entail a regimental entry in the defaulter book. [*G. O.*, 13, 96, 1876; 120, 1879.]

*Q.* What are the rules as to serjeant's books?

*A.* A copy of the "*Field Exercise and Evolutions*" is issued gratis to each, which is to be produced at inspections. When a serjeant is discharged or removed, he is to deliver it to the officer commanding his company. [*Q. Reg.*, 7, § 67.]

**Q.** What do the Regulations enjoin as to the performance of detached duties by N.-C. officers?

**A.** They should study to ensure the military appearance and good conduct of their parties, attend to the condition of appointments, arms, quarters, &c., keep accurate accounts, settle all lawful demands for billets, and obtain receipts for the same.

[*Q. Reg.*, 7, § 68.

**Q.** What is the rule as to appointing acting N.-C. officers?

**A.** When necessary, one corporal may be appointed acting (lance) serjeant, and three privates acting (lance) corporals in every company, who, if found efficient, are to be promoted as vacancies occur. The number is not to be exceeded except under the general officer's sanction.

[*id.*, § 69. *G. O.*, 82, 1876.

**Q.** When N.-C. officers are attached for duty to militia or volunteers, do they continue on the strength?

**A.** Yes, as supernumeraries, until the completion of their service; but the promotion of their successors takes effect at once.

[*Q. Reg.*, 7, § 70.

**Q.** From whence are armourer serjeants obtained by regiments?

**A.** From the corps of armourers. [*id.*, § 71.

**Q.** Name some of the rules as to the *attestation, promotion, and re-engagement* of armourers.

**A.** They are attested for general service, and must receive the certificate of the inspector of small arms, before being promoted to serjeant. They may be re-engaged for the corps of armourers at the regiment or station where serving, after completing two-thirds of their limited service from the date of last attestation. None but efficient well-conducted men should be re-engaged. [*id.*, §§ 71, 74.

**Q.** How should an armourer's attestation document be made out and kept?

**A.** In duplicate—one copy being at the small arms factory, the other with his register sheet at the corps. The man's C. officer is responsible that the latter is complete, and that on the armourer's removal it is forwarded to the superintendent at Birmingham, in order that the entries may be transferred to the copy there, after which it will be sent to the man's new destination. [*id.*

**Q.** On a change of armourer serjeants, what is done as to the *forge and tools*?

**A.** They are surveyed in presence of the old and new armourers, losses and undue damage being assessed. [*id.*, § 75.

**Q.** Detail the *duties* of the armourer serjeant with regard to arms.

**A.** To execute all repairs, whether necessitated by carelessness or wilful damage or not; strip the rifles and examine and clean all

arms periodically ; brown the barrels every second year or oftener if necessary ; and mark all arms. [G. O., 31, 1876.

Q. On what duties other than those connected with arms may armourer serjeants be employed ?

A. Marking drums, bugles, flutes, piccolos ; repairing metal work of accoutrements ; repairing the field forge ; and performing any work within their capabilities required by the equipment of their corps. Armourer serjeants are not to be employed in work requiring special instruction which they have not received, or upon any other description of work than that provided for in the Queen's Regulations. [id.

Q. May armourers be employed with other corps or departments without extra remuneration ?

A. Only if the duties of their own corps admit, but such employment is limited to corps without artificers, or to exceptional cases in which additional assistance is required. [id.

Q. What steps are to be taken to ensure a constant supply of men for appointment as serjeant master tailor ?

A. C. officers are to recommend, through general officers, fit candidates for training at Pimlico. If favourably reported on by a board of master tailors (or if there is only one corps, by the master tailor), the general officer will forward the recommendation to the A.-General, with the proceedings of the board and man's default sheet. [Q. Reg., 7, §§ 77, 78.

Q. What option is given to soldiers who qualify as master tailors with regard to the regiment they are to serve in ?

A. They may volunteer to any corps in want of a master tailor, or await a similar appointment in their own. [id., § 79.

Q. When a regiment, having a specially enlisted master tailor, goes abroad, what arrangement is to be made to replace him ?

A. Civilians are no longer enlisted specially as master tailors, but any that have already been enlisted as such will, upon a regiment proceeding abroad, be exchanged for a soldier who has been instructed at the Army Clothing Depot. If there is a vacancy in any other corps at home, the serjeant master tailor so exchanged will be transferred to that corps. Application on the subject is to be made to the A.-General. [G. O., 71, 1879.

Q. May vacancies in the appointment of serjeant master tailor abroad be filled up on the spot ?

A. Yes, if there is a suitable man in the corps, but subject to confirmation. [Q. Reg., 7, § 82.

Q. Is the master tailor to be in excess of the establishment ?

A. No ; but his place as duty serjeant may be filled by a lance serjeant. [id., § 83.

*Serjeants' Messes.*

Q. What is the rule as to establishing a serjeants' mess?

A. It is always to be established if practicable. [*Q. Reg.*, 7, § 84.]

Q. Under whose supervision is the serjeants' mess?

A. That of the C. officer. The adjutant will assist him, and be charged with the immediate supervision. [*id.*]

Q. What N.-C. officers are to be members of the serjeants' mess?

A. Army schoolmasters (if unmarried); military bandmasters, staff and other serjeants, paid lance serjeants, artificers ranking as serjeants. Single members must be dining members. Provisional lance serjeants have the option of joining. Conductors of supplies or of stores may become honorary members when they have no mess of their own. [*id.*, § 85. *G. O.*, 63, 82, 1876; 94, 1879.]

Q. Name the fees and subscriptions to the serjeants' mess.

A. Entrance fees, not exceeding 3 days' pay on appointment; and on promotion the difference of 3 days' pay. Monthly subscriptions, not exceeding 1*s.* 6*d.* for unmarried, and 9*d.* for married or detached members. [*Q. Reg.*, 7, § 85.]

Q. What is the rule as to serjeants' mess meetings?

A. All the members are to meet monthly under the serjeant-major, or, in his absence, the Q.-M. serjeant or senior colour serjeant; and the minutes are to be submitted to the C. officer. [*id.*]

Q. By whom is the serjeants' mess managed?

A. A committee of 1 colour serjeant and 2 serjeants (one married and one unmarried), appointed quarterly, with the C. officer's approval. [*id.*]

Q. To what extent is the committee of the serjeants' mess entrusted with expenditure?

A. It may authorize usual payments, but all extraordinary expenditure must have the sanction of a mess meeting and the C. officer. [*id.*]

Q. Who is eligible to be caterer for the serjeants' mess? How is the appointment made?

A. Any serjeant (not on the mess committee, or acting as canteen serjeant), approved by the C. officer, may be appointed by the committee. [*id.*, § 85, also 15, § 72.]

Q. What daily rate of messing should not be exceeded in the serjeants' mess?

A. One shilling. [*id.*, § 85.]

Q. What is the earliest hour at which spirits and beer may be sold in the serjeants' mess?

A. The same as in the canteen at the station. [*id.*]

Q. Who should act as treasurer of the serjeants' mess?

A. A staff or colour serjeant is appointed quarterly.

[Q. Reg., 7, § 85.

Q. State some of the regulations as to the **money transactions and accounts** of the serjeants' mess.

A. The committee collect from pay serjeants all amounts due and hand them to the treasurer, who at once pays all bills (first signed by the president). The committee is responsible for, and must certify monthly to the C. officer, the payment of bills. They are to check the accounts weekly, submitting them with vouchers on or before the 5th of each month to the mess meeting; and a statement signed by the president, after being audited by the quarterly mess meeting, is to be laid before the C. officer. Any sum accumulating beyond £5 is to be placed in the savings bank. [id.

Q. What are the rules as to **entertainments** and honorary members in the serjeants' mess?

A. Entertainments should be discouraged, and are never to be given except with the concurrence of two-thirds of a general meeting, and the C. officer's sanction; but serjeants joining or quitting the station may, with the C. officer's sanction, be made honorary members. [id., also § 87.

Q. Who is responsible for **good order** in the serjeants' mess?

A. The senior N.-C. officer. [id.

Q. Whose sanction is required for any **rules** on matters of detail in the serjeants' mess?

A. That of the C. officer. [id.

### *Soldiers' Accounts, Messing, and Cooking,*

Q. In whose presence is the **issue of pay** to soldiers to take place?

A. That of an officer. [Q. Reg., 7, § 88.

Q. What certificates are rendered as to the **monthly settlement** of soldier's accounts?

A. The C. officer certifies on the monthly return to the A. general that the settlement has been made by the captain, and that the balances, if any, have been carried to the men's credit. Each captain renders a certificate to the C. officer to the same effect. [id., §§ 89, 90.

Q. What should every N.-C. officer and soldier be provided with, to show the monthly settlement of his accounts, the articles of clothing issued to him, and his school certificate, &c.?

A. A book called the "Pocket Ledger." [id., § 91.

Q. Is a soldier liable to be punished if he loses or defaces his **pocket ledger**, and to replace it at his own expense?

A. Yes. [id.

Q. When a soldier is *discharged, deserts, or dies*, how is his pocket ledger disposed of?



A. On discharge he takes it with him ; on desertion, the book, if left behind, will remain with the regiment ; on the soldier's death (while serving), the book will, if desired, be forwarded to his relations or representatives. [Q. Reg., 7, § 91.]

Q. What should be written on the *cover* of the pocket ledger ?

A. Name, number, and regiment of the soldier. [id., § 92.]

Q. What are the orders regarding the *care and inspection* of the soldier's pocket ledger ?

A. It is always to be kept by the soldier, and to be produced at kit inspections. [id.]

Q. Who are responsible that the accounts in the pocket ledgers are kept regularly, and by whom are they to be signed at the monthly settlement ?

A. Captains are responsible. They will sign in the case of credits, but the soldiers will sign when there is a debt or no balance. [id.]

Q. How are *accounts of soldiers* who cannot write verified ?

A. By the signature of a witness, other than the pay serjeant, to the soldier's mark. [id., § 92.]

Q. What *entries in the pocket ledger* should be signed by the officer commanding the company ?

A. Service abroad, receipt of clothing, marriage, children, becoming non-effective, and next of kin. [id., § 93.]

Q. What entries in the pocket ledger are to be in the hand-writing of the officer, as well as signed by him ?

A. Promotion, wounds, and distinguished conduct. [id.]

Q. Should medals, distinctions, gratuities, annuities, or badges be entered in pocket ledgers under head, "*Distinguished himself*" ?

A. Only medals and distinctions for war services. [id.]

Q. How is the note of a soldier's religious denomination in the pocket ledger to be attested ?

A. By his signature. [id.]

Q. What entry regarding the *brothers of soldiers* should appear in the pocket ledger, and when should it be made ?

A. A note of their names, stating whether they are older or younger, should be made when the soldier joins as a recruit. [id., § 94.]

Q. Does the entry of the soldier's *next of kin* in the pocket ledger relieve the soldier from the necessity of making a will ?

A. No ; such entry has no legal effect. [id.]

Q. How often should "*next of kin*" be revised ?

A. Annually after 1st January, a report to that effect being included in the monthly return of 1st February. [id.]

Q. When a soldier desires to execute a *will*, what form should he adopt ?

A. That given in the pocket ledger. [*Q. Reg.*, 7, § 95.]

Q. Of how many meals does a **soldier's messing** consist?

A. Three; breakfast, dinner, and an evening meal. [*id.*, § 97.]

Q. What is the *C. officer's duty* as to soldiers' messing?

A. To see that it is properly and sufficiently provided, without exceeding the regulated rates. [*id.*]

Q. What are the regulations as to the **inspection of meals and kitchens**?

A. The officers on duty are to visit the rooms during breakfast and dinner, to see that there is no cause for complaint, and are to inspect the kitchens and cooking apparatus daily. [*id.*, § 98.]

Q. How are **serjeant cooks** appointed?

A. They are selected by the C. officer, and recommended to the Q.-M.-General for instruction at Aldershot; after which they act on probation for 3 months, and are then recommended to the C.-in-Chief for appointment. [*id.*, §§ 100, 103.]

Q. What *qualifications* are required from candidates for appointment as serjeant cook?

A. They should be steady, trustworthy N.-C. officers, able to keep simple accounts, and be in such a position as to afford some guarantee that they will be available to serve at least 5 years in the appointment. [*id.*]

Q. When it is desirable to *deprive a serjeant cook* of his appointment, what steps are to be taken?

A. A report is to be made to the Q.-M.-General, through the general commanding. In cases of inefficiency the certificate of competency is to be surrendered, and forwarded with the report. [*id.*, § 106.]

Q. What are the rules as to the appointment and duties of a **second or (assistant) cook** for regiments?

A. A corporal or lance corporal (unmarried) is to be trained at Aldershot with a view to succeeding the serjeant cook, or to being employed with a detachment. He must serve a probation of 3 months accumulatively, during the absence of the serjeant cook, before receiving a certificate; and when not employed as a cook, is to do duty in the ranks. No expense is to be entailed by the appointment except travelling expenses to and from Aldershot. [*id.*, § 104.]

Q. What are the regulations as to the disposal of **refuse from cooking**?

A. Arrangements are to be made by C. officers, the sum accruing being divided monthly among the companies, according to strength, and carried to the credit of the messing. A fatigue dress for the cooks, with the cost of washing the same, and vegetable nets, are chargeable to the fund. [*id.*, § 105.]

**Q.** In what manner and how often is an account of the refuse fund and its appropriation to be published ?

**A.** Monthly, in orders. [*Q. Reg.*, 7, § 105.]

**Q.** What arrangements are to be made by the C. officer with the view of improving the quality and reducing the cost of the soldiers' messing ?

**A.** He is to arrange with contractors wherever practicable for the supply of groceries, vegetables, milk, &c. [*id.*, § 107.]

### *Soldier Servants.*

**Q.** What officers are entitled to soldier servants, and in what proportion ?

**A.** Lieut.-generals 3, major-generals 2, and all other staff, engineer, departmental, and regimental officers 1 servant each. Mounted regimental officers may also employ a soldier as *bât man*. [*Q. Reg.*, 7, § 108. *G. O.*, 44, 1878.]

**Q.** From what class of soldiers are servants selected ?

**A.** From those who have done duty 18 months, and are acquainted with their duty, and of good character. [*Q. Reg.*, 7, § 109.]

**Q.** How is the military *efficiency* of servants to be maintained ?

**A.** They are to be fully clothed, armed, and equipped ; and to go through the musketry course, and such drills as the C. officer may direct. [*id.*]

**Q.** To what *duty* are officers' servants liable ?

**A.** To any guard or service on which the officer is employed ; to fall in at inspections, field days, &c. [*id.*]

**Q.** At what stations is the employment of European soldiers as servants forbidden ?

**A.** Where an *allowance* is drawn in lieu of servants. [*id.*, § 110.]

**Q.** In what cases may officers retain servants during absence from the corps ?

**A.** When employed as superintendent of gymnastics, in acting staff appointments, or on temporary duty ; and, with the general officer's sanction, when on leave not exceeding two months, or invalidated to England from abroad. In the latter case the servant's arrival at home is to be reported to the A.-General. [*id.*, § 113.]

**Q.** How are soldier servants absent with officers on leave to be accounted for in the returns ?

**A.** As "servants to officers absent." [*id.*]

**Q.** State some of the rules relating to the employment of mounted orderlies for conveyance of letters, &c.

**A.** They are only to be employed in urgent cases. The date of despatch, and the speed at which the letter is to be conveyed are to be written on the cover, and a receipt noting the hour of delivery is

to be given to the orderly. The rate, except in urgent cases, should not exceed six miles an hour. [*Q. Reg.*, 7, §§ 116, 117, 118.]

### *Army Signalling.*

*Q.* Under what rules are **instructors** in army signalling to be appointed in every corps?

*A.* One officer and two N.-C. officers in possession of a certificate of competency are to be appointed, without pay or exemption from any duties, except such as interfere with their employment. Vacancies are to be reported to the Inspector of Army Signalling through the general officer commanding. [*G.O.*, 22, 1878; 20, 1879.]

*Q.* Why is it essential that the **system of instruction** in army signalling pursued throughout the army should be uniform?

*A.* Because signallers of one regiment may be called upon to communicate with those of another regiment. [*id.*]

*Q.* How is the instruction in signalling given and how are the classes formed?

*A.* Regimental and brigade practice will be carried on for two or three days every week. Each class will consist of 1 officer, 3 corporals, and 6 privates, and these when under instruction, or subsequently employed in signalling, will be struck off duty. [*id.*]

*Q.* What **signallers** are to be specially chosen in every regiment?

*A.* 1 officer from each company, and 6 N.-C. officers or privates from each battalion. One supernumerary should be trained in every company. [*id.*]

*Q.* What men only should be selected for signallers?

*A.* Quick intelligent men with good eyesight, able to read and write well and spell correctly. [*Q. Reg.*, 7, § 124.]

*Q.* What inspection of signallers is to be made?

*A.* An officer will be appointed annually, in autumn, to inspect them and report. [*id.*, § 126.]

*Q.* On the completion of a course of signalling, what returns of the qualifications of each officer and soldier are to be made out?

*A.* A return in duplicate. One copy will be retained, the other forwarded to the Gen. officer for the Inspector of Army Signalling. [*id.*, § 127. *G. O.*, 18, 1880.]

### *Pioneers and Employment of Soldiers in Trades.*

*Q.* What is the **establishment of pioneers** in each battalion?

*A.* One serjeant and ten pioneers. [*Q. Reg.*, 7, § 129.]

*Q.* Of what trades should pioneers be, if possible?

*A.* 1 serjeant (carpenter); 3 carpenters; 2 bricklayers (1 able to plaster and 1 to slate); 1 smith (able to shoe horses); 1 mason (able to cut stone); 1 painter and glazier; 2 plumbers and gas-fitters. [*id.*]

**Q.** Under what rule should the selection of pioneers be made?

**A.** They should be selected mainly for proficiency in trades, so as to be competent to repair barracks, to perform any work required by a regiment, and to instruct others. They should be of good character. [*Q. Reg.*, 7, §§ 130, 131.]

**Q.** Name some of the methods of obtaining efficient pioneers when the tradesmen required cannot be found in the corps.

**A.** By transfers, by special enlistments, and by sending selected men to be instructed at Woolwich Arsenal. Smiths may be instructed under the farriers of cavalry. [*id.*, § 131.]

**Q.** How should the proficiency of pioneers be ascertained?

**A.** By examination in the Royal Engineer department. [*id.*]

**Q.** What are the rules for the selection of the pioneer serjeant?

**A.** Besides being a competent man otherwise, he should be able to write legibly and keep simple accounts. [*id.*, § 132.]

**Q.** When a pioneer serjeant has been selected, what instruction is he to go through?

**A.** Application should be made for his instruction at the school of engineering in building and field work. [*id.*]

**Q.** After the pioneer serjeant has been reported qualified at the school of engineering, on what terms is he to be appointed?

**A.** As on probation for 3 or, if necessary, 6 months, after which, if favourably reported on by the C.-Engineer, he may be confirmed in the appointment. He cannot fill any other situation, and will be classed as serjeant. [*id.* G. O., 35, 1876.]

**Q.** On what terms may the pioneers be employed by the engineer and control departments?

**A.** By contract or agreement made with the pioneer serjeant; by piece work; by day work; or by the hour. [*Q. Reg.*, 7, § 133.]

**Q.** What discretion has the C. officer as to employing pioneers?

**A.** He may employ them in the quartermaster's store or on other duty, and should afford them facilities for working and instructing others; as a rule they should be retained at headquarters, but C. officers must be guided by circumstances in this respect. [*id.*]

**Q.** With what object is the employment of soldiers in trades to be encouraged?

**A.** To render regiments independent of external aid, and perform work for the military departments. [*id.*, § 128.]

**Q.** How is the classification of men by trades to be made and recorded?

**A.** N.-C. officers, soldiers, and recruits are to be tested and classified by the engineer and control departments. Lists are to be kept in the orderly room, and each soldier's classification entered in his pocket ledger. [*id.*, § 134.]

**Q.** What arrangements should C. officers make for the employment of soldier tradesmen in **departmental work**?

**A.** They should arrange with the commanding engineer for the repairs and alterations to barracks, and with the controller for the repairs to furniture and utensils by the artificers of their regiments. [*Q. Reg.*, 7, § 135.]

**Q.** May soldier tradesmen be employed in **private work**?

**A.** Yes; if approved by the C. officer. [*id.*, § 136.]

**Q.** Describe the **works fund** and its object.

**A.** A fund not exceeding £30, to meet the cost of repairing or replacing tools, &c., formed by setting aside in the paymaster's hands the amount of a deduction fixed by the C. officer, but not exceeding 5 per cent. from the money paid for all work. [*id.*, § 137.]

**Q.** How is money earned by contract apportioned?

**A.** By the pioneer serjeant, under the superintendence of an officer who will be appointed by the C. officer for the purpose, and to act as referee in all matters connected with the workshops. [*id.*, § 138.]

**Q.** What reports are to be made as to employment in trades?

**A.** Reports by general officers at the annual inspections as to the progress made, and as to any impediments to the full utilization of military labour at the station. [*id.*, § 139.]

**Q.** How is the **instruction of soldiers' children** in trades to be encouraged?

**A.** By affording every facility, and as far as possible consulting the wishes of the parents. [*id.*, § 140.]

### *Married Soldiers.*

**Q.** Where are the **detailed regulations** relative to the married establishment to be found?

**A.** In the Army Circulars. [*Q. Reg.*, 7, § 141.]

**Q.** What N.-C. officers and soldiers are eligible to have their names placed on the **married roll**?

**A.** All serjeants and N.-C. officers and soldiers who have completed 7 years' service, and are in possession of at least one badge. The marriage must take place with the consent of the C. officer obtained beforehand. £5 in the savings bank will be considered a desirable qualification. [*id.*, § 143.]

**Q.** May a C. officer consent to a soldier's marriage in anticipation of vacancies on the married roll?

**A.** Yes; but his consent will not carry with it any privileges until a vacancy occurs. [*id.*]

**Q.** How are vacancies in the married roll abroad to be filled up?

**A.** The vacancies, the women creating them, and the women

recommended to be sent out to fill them, are to be named in the returns sent by the C. officer abroad to the depot. [*Q. Reg.*, 7, § 144.]

*Q.* To what soldiers only may permission be given to sleep out of quarters permanently?

*A.* Those who are married with leave, and, together with their wives, are of good character? [*id.*, § 145.]

*Q.* What should be required of soldiers who are allowed to sleep out of barracks?

*A.* That they should be regular in their duties, orderly in their lodgings, exact in their dress, and that they never leave their lodgings after tattoo, except on duty or with leave. [*id.*]

*Q.* In what case may the C. officer allow a soldier married without leave to be out of mess?

*A.* When he is of good character, and has children. [*id.*, § 146.]

### *Transfers.*

*Q.* Whose authority must be obtained for transfers of soldiers?

*A.* That of the C.-in-Chief; but in Ireland and abroad, general officers may sanction transfers of younger to serve with older brothers, if both are in the command. [*Q. Reg.*, 7, § 147.]

*Q.* On what grounds are transfers usually authorised?

*A.* To enable brothers to serve together. [*id.*, § 148.]

*Q.* In applications for transfers, what information is given?

*A.* A description (W. O. form), and a statement that there is reason to believe that a *bona fide* relationship exists between the men as shown in the pocket ledgers—that the conduct of both has been good, and that the C. officers of both concur in recommending the transfer. [*id.*, § 149.]

*Q.* From what date should a transfer take place?

*A.* From the last day of the month, to which date inclusive the man will be settled with in his old corps. He will be taken on the strength of the new corps in the monthly return of the following day. [*id.*, § 150.]

*Q.* What documents are to be sent with transferred soldiers?

*A.* (1) Attestation (at home); copy of record (abroad). (2) Register sheet. (3) Regimental and company defaulter sheets. (4) C.-martial sheets and civil convictions. (5) Original No. I. report. (6) Ledger sheet. (7) Savings bank transfer statement. (8) List of necessaries. (9) Clothing return, &c. (10) Medical history sheet. (11) Musketry transfer return. (12) Extracts from register of marriages and baptisms. (13) Statement of unadjusted claims. (14) Extract from Register of Certificates of Education. If the transfer is from one battalion of a brigade to another, or to or from the brigade depot, a nominal roll, with a certificate signed by C. officer, paymaster, and adjutant, that all

required entries have been made in their records up to and including date of transfer will be sent with the men.

[*Q. Reg.*, 7, § 151. *G. O.*, 22, 1875 ; 65, 1879.

*Q.* In the event of the documents not being received with a transferred soldier, or of non-adjusted claims not being stated, what steps are to be taken ?

*A.* The C. officer receiving the transfer will report to higher authority. [*Q. Reg.*, 7, § 154.

*Q.* Through whom should the attestations and records of *school-masters* be forwarded on transfer ?

*A.* Through the Director-General of Education. [*id.*, footnote.

*Q.* When soldiers are transferred to the *1st class army reserve*, what returns are to be rendered to the brigade depot ?

*A.* Nominal and descriptive returns by the C. officer of the regiment, casualties and changes of residence, should be notified by the pensioners' staff. [*id.*

*Q.* What **notification** of a transfer abroad is made to the brigade depot ?

*A.* A notification thereof, with a view to the attestations being transmitted. [*id.*, § 152.

*Q.* What certificate is to be entered in the **pocket ledger** of a transferred soldier ?

*A.* A certificate by the C. officer, detailing previous services and cause of transfer. [*id.*, § 153.

*Q.* What is the rule as to a soldier's **debt** on transfer ?

*A.* The captain receiving him is not liable to pay more at first than 10s. ; but the remainder of the debt is to be recovered from the man, and remitted as soon as possible. [*id.*, § 155.

### *Soldiers' Letters.*

*Q.* What is the **rate of postage** for soldiers' letters at home ?

*A.* The ordinary rate. [*Q. Reg.*, 7, § 156.

*Q.* What is the rate of postage for prepaid letters (not exceeding  $\frac{1}{2}$  oz.) received or sent by soldiers serving abroad ?

*A.* One penny, in addition to the postage of any foreign country through which they may be sent. If sent by private ships, twopence. Letters passing through any foreign country are liable to foreign postage. [*id.*, § 157.

*Q.* What should the **address** of letters sent by soldiers to and from the colonies include ?

*A.* The number and name of the soldier, his rank and corps, with the signature of the C. officer. [*id.*, § 158.

*Q.* Are soldiers' letters liable to postage on re-direction ?

*A.* Not if franked, and under  $\frac{1}{2}$  oz. in weight. [*id.*, §§ 156, 159.



**Q.** Is a soldier liable to a charge for the delivery of letters?

**A.** No. [Q. Reg., 7, § 161.

**Q.** May post office letter carriers be required to distribute letters in barracks?

**A.** No. [id.

### *Divine Service.*

**Q.** What are the responsibilities of C. officers as to divine service?

**A.** To take care that it is performed regularly for the troops; and to report deviations from the mode of conducting it laid down by the chaplain-general. [Q. Reg., 7, § 164. G. O., 9, 1878.

**Q.** What marks of respect are to be shown to chaplains?

**A.** Such as are due to their rank and profession; soldiers are to salute them. [Q. Reg., 7, § 165.

**Q.** What persons are included in a chaplain's charge?

**A.** In addition to the officers and men, the charge includes the families of both, although, in the case of soldiers, they may not be on the married roll. [id., § 167.

**Q.** What are the rules for assembling troops for public worship?

**A.** They are not to be in greater numbers than the voice will reach. The men are to wear side arms, and to be marched to and from the church. [id., § 166.

**Q.** What is the rule as to the wives and families of soldiers attending divine service?

**A.** Their attendance is to be encouraged. [id.

**Q.** May soldiers of other persuasions be compelled to attend the worship of the Church of England?

**A.** No. [id., § 169.

**Q.** How are Roman Catholics or Presbyterian soldiers to be marched to and from their places of worship?

**A.** Under an officer, if their numbers exceed 20; under a serjeant, if otherwise. [id., § 170.

**Q.** Is the officer or serjeant under whom soldiers are marched to divine service to remain with them during the service?

**A.** Yes. [id.

**Q.** What is the rule as to the supply to soldiers and duration of Bibles and Prayer Books?

**A.** They are supplied gratis, to last ten years. If lost or disposed of, they are charged to the soldier. [id., § 171.

**Q.** What are the regulations as to religious instruction in schools?

**A.** An hour on two separate days per week is to be given up to the clergy for religious instruction. [id., § 173.

**DUTIES.***Roster of Duties.*

**Q.** In what order do officers and corps take all duties?

**A.** From the senior downwards. [Q. Reg., 8, § 1.]

**Q.** State how all duties are classified.

**A.** (1) Guards; (2) Divisional duties under arms; (3) Brigade or garrison duties under arms; (4) Regimental duties under arms; (5) C.-martial; (6) Boards or courts of inquiry; (7) Working parties; (8) Duties of fatigue. [id., § 2.]

**Q.** How are the different descriptions of C.-martial and boards or courts of inquiry classified?

**A.** *C.-martial*, as—1st. General; 2nd. District or garrison; 3rd. Regimental. *Boards, &c.*, as—1st. Divisional; 2nd. Brigade; 3rd. Regimental. [id.]

**Q.** When an officer's tour for more than one duty comes on the same date, how is the detail to be regulated?

**A.** He is to be detailed for that duty only which has the precedence, and to receive an overslaugh for any other. [id.]

**Q.** When an officer is actually in the performance of one duty when his tour for another occurs, what takes place?

**A.** His tour passes him. [id.]

**Q.** Is an officer "*in waiting*" entitled to count a tour?

**A.** No. [id.]

**Q.** If a *C.-martial* be dismissed without trying any person, will that count as a duty?

**A.** Only if the members have been sworn. [id., § 4.]

**Q.** When a *C.-martial* is not sitting, are the members available for other duties?

**A.** Only on days on which the court does not sit. [id.]

**Q.** May members of *C.-martial*, courts of inquiry, or boards, quit the station when the proceedings terminate?

**A.** Not without permission of the general commanding until the *C.-martial, &c.*, shall have been dissolved. [id.]

**Q.** What is required to enable a *regiment, detachment, guard, piquet, or fatigue party* to count a tour of duty?

**A.** That it shall have marched off the ground where it may have been ordered to parade. [id., § 5.]

**Q.** May an officer exchange duty with another?

**A.** Not without the permission of the authority by whom he was detailed. [id., § 6.]

**Q.** Are officers of artillery and engineers exempted from ordinary garrison duties?

**A.** No; but they take guards & d piquets with their own corps

only. Artillery and engineer C. officers are to be exempted by the general officer when they have peculiar professional occupations which demand their whole attention, and which would be interrupted by such duties. [Q. Reg., 8, § 7.]

Q. Are officers of the coast brigade of artillery liable to ordinary garrison and regimental duty?

A. Only to such as relates solely to the men of the divisions under their command. [id., § 8.]

### *Duties in Garrison.*

Q. Name the hours for "*Reveille*," "*Retreat*," and "*Tattoo*," at home stations.

A. *Reveille*, from 5.30 A.M. in summer to 6.30 A.M. in winter; *retreat*, at sunset; *tattoo*, at 10 P.M.

[Q. Reg., 8, § 9. G. O., 33, 1876.]

Q. How is the time for sounding *reveille*, *retreat*, and *tattoo* to be taken?

A. From the guard named in garrison orders, or from the firing of the station gun. [Q. Reg., 8, § 9.]

Q. What is the rule as to the hours of *reveille*, *retreat*, and *tattoo* on foreign stations?

A. The hours for home service should be adhered to as far as possible; but they may be varied by the general in command. [id., § 10.]

Q. When should *reveille* and *tattoo* sound during field service?

A. The former at day-break, the latter at such hour as the commander of the force may order. [id.]

Q. For what is *reveille* sounding the signal?

A. For troops to rise, fold up their bedding, and clean and arrange their rooms under the N.-C. officers. [id., § 11.]

Q. What calls only may sound between *tattoo* and *reveille*?

A. "*Lights out*," quarter of an hour after the last post of *tattoo*, and the "*Fire alarm*," or other signal for a turn out of the troops. [id., § 12.]

Q. May soldiers be out of quarters between *tattoo* and *reveille*?

A. Only those with passes properly signed and stamped.

[id., § 13. G. O., 32, 37, 1879.]

Q. What are the ordinary duties of the *field officer of the day*?

A. To be present at general guard mounting; to visit guards by day and night; and to command the piquets in case of fire, riot, or other alarm. In the morning, on the guards dismounting, to forward the reports of their commanders to the officer commanding at the station, together with his own report, in which any irregularity or unusual occurrence is to be noted. [Q. Reg., 8, § 14.]

**Q.** In small garrisons, by whom should the duties of the field officer of the day be performed?

**A.** By a captain.

[*Q. Reg.*, 8, § 15.]

**Q.** In large garrisons, by whom may the field officer of the day be assisted?

**A.** A captain may be detailed for the purpose.

[*id.*

**Q.** How are the ~~adjutant of the day~~ and regimental staff, with band and drummers, required for garrison duty each day detailed?

**A.** From the regiments according to roster.

[*id.*, § 16.]

**Q.** What officers only may give orders on parade to the ~~town or brigade major~~?

**A.** The officer in command of the parade or station.

[*id.*, § 17.]

**Q.** Should ~~brevet field officers~~ be mounted when doing duty in garrison?

**A.** Only when performing field officers' duties.

[*id.*, § 18.]

**Q.** What is the usual hour for piquet and ~~guard-mounting~~?

**A.** 10 A.M.

[*id.*, § 19.]

**Q.** By whom should guards and armed parties be inspected and sized before going on duty, and by whom should they be marched from the regimental to the general parade?

**A.** By the adjutant or other officer.

[*id.*, § 20.]

**Q.** Describe generally the duties of ~~commanders of guards~~ and of the N.-C. officers under their command.

**A.** Commanders are to make themselves acquainted with the orders of the guard, as well as with those on each sentry's post. The orders of the guard are to be read and explained to the men as soon as the guard has mounted. Every relief is to be inspected on going out and coming in. Commanders are to go their rounds at least twice by day and twice by night, and a N.-C. officer and file of men are to visit the sentries frequently, in order to ascertain that they are acquainted with their orders, and are carrying them out in a proper manner. The greatest vigilance is to be exercised by commanders, as well as N.-C. officers, to ensure an exact performance of duty, and to prevent irregularities.

[*id.*, §§ 21, 22.]

**Q.** What are the rules as to officers and soldiers ~~quitting their guards~~?

**A.** Commanders are never to quit their guards except for the purpose of visiting sentries, and are then to inform the next in command of their intention and probable time of absence. No soldier may quit his guard without leave, which is to be sparingly granted, and only for special purposes.

[*id.*, § 23.]

**Q.** May officers or soldiers take off their ~~clothing or accoutrements~~ when on guard?

**A.** No.

[*id.*, § 24.]

**Q.** What is to take place on guard at the commencement of the reveille, retreat, and tattoo sounding?

**A.** The guards are to turn out and be inspected by the commanders, who will ascertain that the men are present and regular. [Q. Reg., 8, § 25.]

**Q.** How often should the relief of sentries take place?

**A.** Every 2 hours; but in bad weather every hour by night, at the discretion of the C. officer of the garrison. [id., § 26.]

**Q.** How is the expense of providing coffee for guards during the night charged?

**A.** To the regimental canteen fund. [id.]

**Q.** When a fire breaks out, or alarm is raised in a garrison, or in the vicinity of a guard, what should the guard do?

**A.** It is to be under arms, and so continue till the cause of alarm has subsided. [id., § 27.]

**Q.** Describe what is meant by the guard report.

**A.** It is a document in a prescribed (W. O.) form, in which are specified the hours at which the officer went his rounds; and the hours at which the guard was visited by the officers on duty, or rounds of any description. In the case of regimental, main, and quarter guards, it should contain a list of prisoners, with their crimes. [id., § 28.]

**Q.** May C. officers sanction the use of manuscript forms of guard reports?

**A.** Yes; except for guards charged with the custody of prisoners. But the forms should be based on the printed form as far as applicable. [id., § 29.]

**Q.** What should be done with guard reports showing the disposal of prisoners?

**A.** They are to be preserved, and laid before general officers at their inspections. [id.]

**Q.** To whom should a report be made by the commander of any unusual occurrence that may happen at or near a guard?

**A.** To the field officer or captain of the day. [id., § 28.]

**Q.** What are the rules as to *patroles* detached to assist the civil authorities, or to quell disturbances in which soldiers are engaged?

**A.** They are to be fully armed; and when employed in the suppression of disturbances, they are to be under an officer. [id., § 30.]

**Q.** How are ordinary regimental *patroles* and *pickets* for the apprehension of absentees to be armed?

**A.** With side arms. [id.]

**Q.** What are the rules as to the inspection and dismissal of guards on dismounting?

**A.** They are to be marched to their regimental parades, where

they are to be inspected, and their arms examined. In the case of an officer's guard, the men, if clean and regular, are to be dismissed by the commander, after reporting to any superior officer on the parade. A N.-C. officer's guard, if there is no officer on the parade, is to be reported to the adjutant or orderly officer. Ball cartridges are to be withdrawn in the presence of an officer. [*Q. Reg.*, 8, § 31.]

*Q.* How are young officers to be practically instructed in guard duties?

*A.* Until sufficiently acquainted with the duties, they are to be put on guard as supernumeraries with senior officers. [*id.*, § 32.]

*Q.* Name some of the regulations as to the responsibility of the commander for stores in charge of a guard.

*A.* All stores and furniture (including watch-coats) are to be handed over from one commander to another. The commander of the relieving guard will be held responsible for their correctness, and required to certify in his report the state of each article when taken over. [*id.*, § 33.]

### *Fortresses.*

*Q.* What course should be followed as to the division of fortresses into districts, and the distribution of the troops therein?

*A.* Every fortified place should be divided by the commandant, after consultation with the artillery and engineer commanders, into convenient districts, to each of which an artillery and engineer officer and a defensive body of troops will be appointed in garrison orders. A place is also to be selected where the reserves will parade. [*Q. Reg.*, § 14, 15.]

*Q.* What are the rules as to inspection of fortresses by commandants?

*A.* They will be inspected from time to time with troops in position; flank guns and parapets manned; drawbridges raised; sally ports closed; expense magazines and arm sheds opened. The commandant will see that all are acquainted with their duties, and with the communications, &c.; the engineers will explain the uses of each work to the infantry. [*id.*, §§ 36, 37, 38.]

*Q.* What are the regulations as to the preparation and care of a detailed account of a fortress, and of range tables for batteries?

*A.* The commanding engineer will prepare and take charge of the detailed account. It is a confidential document; the commandant and artillery commander are to have free access to it; but no part of it may be copied. Range tables for each battery, and a table showing distances, should be retained in the battery stores. [*id.*, §§ 39, 40.]

*Duties in the Field.*

*Q.* What information as to the country should general officers and aides-de-camp acquire when serving in the field?

*A.* Such as will enable them to support or defend any post, and to march without guides. [*Q. Reg.*, 8, § 41.]

*Q.* How may information as to the features of a country be acquired?

*A.* By means of maps, local inquiries, and observation.

[*id.*, § 42.]

*Q.* May guides be relied on during service?

*A.* Only during ordinary marches; near the enemy the eye and intelligence must determine movements. [*id.*]

*Q.* What opinion, &c., should the medical officer be called on to give as to any proposed site for a camp or bivouac?

*A.* An opinion as to the salubrity and as to the sanitary arrangements that would be desirable. [*id.*, § 43.]

*Q.* When a division or brigade arrives in camp what steps are first taken?

*A.* Quarter and rear guards mount immediately, the advanced piquets are posted, and the tents are pitched. [*id.*, § 44.]

*Q.* What must be done before the officers can leave their companies, or employ any soldier for their own convenience?

*A.* The tents must be pitched.

[*id.*]

*Q.* What is laid down as to the quarters of general officers in camp?

*A.* General officers are to remain with their brigades until the tents are pitched and guards posted, and are to encamp with them, or in their immediate vicinity. [*id.*, § 45.]

*Q.* What is to be done as to alarm posts on arrival in camp?

*A.* The troops are to be made acquainted with those of their regiment, and C. officers with those of their brigade. [*id.*, § 46.]

*Q.* What officers for daily duty, in addition to those on guard, are detailed in camp?

*A.* A general or generals of the day, according to strength; in large camps, a lieutenant-general of the day and a major-general of each wing, or a major-general of cavalry, and one of infantry, and brigade majors in the same proportion; a field officer, adjutant, and quartermaster per brigade; and a captain and subaltern per regiment. [*id.*, § 47.]

*Q.* What duties does the general of the day perform in camp?

*A.* He superintends the camp, visits guards and outposts, inspects inlying piquets, receives all reports from guards and outposts, and reports any unusual occurrence to the general in command. [*id.*, § 48.]

*Q.* What duties does the *field officer of the day* perform in camp?

*A.* He superintends the brigade camp, and is present at the mounting of brigade guards, which he visits by day and night. The inlying piquets are under his command. He inspects them, orders such patrols from them as may be necessary; and if they are ordered out, accompanies them. [*Q. Reg.*, 8, § 49.]

*Q.* What duties does the *captain of the day* perform in camp?

*A.* He superintends the regimental camp; attends the parading of regimental guards, and visits them by day and night; and reports anything extraordinary to the C. officer. [*id.*, § 50.]

*Q.* What are the duties of the *subaltern of the day* in camp?

*A.* To assist the captain of the day in his duties, and report to him any irregularities he may notice. [*id.*, § 51.]

*Q.* What duties does the *brigade adjutant of the day* perform?

*A.* He assists the brigade major, and, in the absence of that officer, receives and executes orders. If necessary, he attends for orders at head-quarters. [*id.*, § 52.]

*Q.* What are the duties of the *brigade quartermaster*?

*A.* He superintends the cleanliness of the camp. [*id.*, § 53.]

*Q.* Who are immediately responsible for the cleanliness of regimental camps?

*A.* Regimental quartermasters. [*id.*]

*Q.* What officers should *remain in camp* or cantonments?

*A.* Those on duty or in waiting as next for duty. [*id.*, § 54.]

*Q.* What are the rules as to *camp guards and piquets* mounting?

*A.* The guards should mount at the same hour. Piquets next for duty should be warned when those on duty mount. If the latter are ordered out of camp, the former mount at once. [*id.*, § 55.]

*Q.* Are the general rules for guards, as laid down in garrisons, to be followed in camp?

*A.* Yes; so far as they are applicable. [*id.*]

*Q.* On what must the strength of the *inlying piquets* depend?

*A.* On that of the regiments, and on the situation and requirements of the camp. [*id.*, § 56.]

*Q.* When and where are inlying piquets to mount?

*A.* At retreat from the brigade alarm post or other convenient place; and they are to proceed thence to the posts they are to occupy during the night. [*id.*]

*Q.* May inlying piquets remove their accoutrements?

*A.* Not if on active service? [*id.*]

*Q.* When detachments of brigades are to march immediately, from whence are they taken?

*A.* From the inlying piquets, and they are to be replaced forthwith. [*id.*]



*Q.* By what troops should **outpost duty** be performed?

*A.* Generally by selected troops, with such assistance as may be requisite; but it may be necessary that it should be performed by the line. [*Q. Reg.*, 8, § 57.]

*Q.* Under *whose directions* are outposts placed?

*A.* That of the general of the day, if no other officer is specially appointed. [*id.*]

*Q.* May *piquets marching* to and from their posts beat drums?

*A.* No; they march as silently as possible. [*id.*, § 58.]

*Q.* How should *provisions* be supplied on piquet?

*A.* If possible, they should be carried ready cooked by the men. [*id.*]

*Q.* What is the *duty of officers* on outposts as to inspecting reliefs?

*A.* They are to inspect the reliefs when they go on and come off their posts. [*id.*, § 59.]

*Q.* What steps should an officer on piquet take in order to keep the men under his command in a state of vigilance?

*A.* He must call the roll frequently, and see that his men are alert, and ready for any emergency. [*id.*]

*Q.* Are officers, soldiers, and followers of the camp to be permitted to *pass the outposts*?

*A.* Not unless on duty, or in possession of a permit. [*id.*, § 60.]

*Q.* When a *flag of truce* arrives at a piquet, how should the officer commanding the piquet act regarding it?

*A.* The party should be treated with attention and civility; but strict and efficacious means are to be adopted to prevent it from gaining intelligence or reconnoitring the army and its outposts. [*id.*, § 61.]

*Q.* When a *deserter comes in from the enemy*, how should the officer commanding the piquet act regarding him?

*A.* Send him to the officer commanding the outposts, who will ascertain whether he brings intelligence affecting his own post, and forward him to head-quarters. [*id.*, § 62.]

*Q.* To whom and for what purpose should *guides* or orderly men be sent by officers commanding outposts?

*A.* To the brigade major, in order to conduct the new piquets to their posts or carry orders. [*id.*, § 63.]

*Q.* When an army is on the march, by whom is the brigade major to be apprised of the situation of the piquet posts?

*A.* By the officers commanding the posts. [*id.*]

*Q.* In what cases are soldiers liable to be employed on **working parties** as a duty, and without remuneration?

*A.* In any case in which the public service requires it. Under

this head are comprised the levelling of ground in and about camp or quarters, opening up and making communications, constructing and repairing fences for cavalry, rifle ranges, butts, &c.

[*Q. Reg.*, 8, § 64.

*Q.* For what work is *remuneration* granted to working parties

*A.* Permanent military works, public roads, &c. [*id.*, § 65.

*Q.* May officers commanding *furnish* working parties on their own responsibility?

*A.* No; an order from the general commanding is necessary.

[*id.*, § 66.

*Q.* In *detailing* working parties, what course should be followed?

*A.* Separate portions should be confided to each corps. The detail is to be by companies, battalions, brigades, and divisions. The officers should be with their respective companies or corps.

[*id.*, §§ 66, 67.

*Q.* When permanent working parties are employed, what should accompany the monthly return?

*A.* A return of the average strength of the party. [*id.*

*Q.* Define shortly the *responsibility* of *officers* of working parties, and of officers of engineers respectively, in regard to the work of the parties.

*A.* The former are responsible that the proper amount of work is done, the latter that the labour is properly applied. [*id.*, § 67.

*Q.* What regulations exist on the subject of the *troops quitting camp*?

*A.* No officer may sleep out of camp without leave. Soldiers are not to quit camp when on active service without a pass, signed by their C. officer. In time of peace certain limits are to be fixed.

[*id.*, § 68.

*Q.* What are the regulations as to the *treatment of the people* by troops in the field?

*A.* The people are to be encouraged to supply the markets; and any soldier ill-using them, attempting to defraud them, or exacting anything from them for free passage, is to be summarily punished.

[*id.*, § 70.

*Q.* What precautions, to prevent disorderly conduct, should be taken by regiments encamped near villages?

*A.* Patroles should be sent into them to apprehend soldiers without passes, which must be properly signed and stamped, or who may behave improperly.

[*id.*, § 69.

*Q.* How should *foraging parties*, and those employed in carrying water, fuel, or straw, be attended and commanded?

*A.* They are to be attended by a N.-C. officer from each company, and commanded, if the party exceeds 20 men, and is to march any considerable distance, by a subaltern officer. [*id.*, § 71.

**Q.** If a sudden order to march is given to troops in camp, in what time is it expected that they shall stand formed, with baggage packed, and ready to move?

**A.** Half an hour from receipt of the order, either by day or night. [Q. Reg., 8, § 72.]

### *Duties in aid of the Civil Power.*

**Q.** To whom and how is the employment of troops in aid of the civil power to be reported by the officer commanding the station?

**A.** To the A.-General, by telegraph. [Q. Reg., 8, § 73.]

**Q.** To whom should the officer commanding troops acting in aid of the civil power report daily the progress and completion of the service?

**A.** The A.-General, and officer commanding the station from which they have been detached. [*id.*]

**Q.** What description of requisition is required to justify an officer in going out with troops in aid of the civil power?

**A.** A requisition from a magistrate having jurisdiction in the place where the riot is expected, in writing, or in case of emergency by telegraph. [*id.*, § 74. G. O., 15, 1874.]

**Q.** On receipt of a requisition, where should the officer move to, and what military precautions must he take?

**A.** He should move to the place to which he is directed by the magistrate. He must take care that the troops march in military order, with the usual precautions, and that they are not scattered, detached, or posted in a situation in which they may not be able to act in their own defence. [Q. Reg., 8, § 75.]

**Q.** Who is to accompany the troops on all occasions when they act in aid of the civil power?

**A.** The magistrate; and the officer is to remain near him. [*id.*]

**Q.** How are detachments in aid of the civil power to be told off?

**A.** If under 20 files, in 4 sections; if more than 20 files, in more sections than 4. [*id.*, § 76.]

**Q.** By whom are all commands to the troops to be given?

**A.** By the officer commanding them. [*id.*, § 77.]

**Q.** May troops acting in aid of the civil power fire without command from their officer, if required to do so by a magistrate?

**A.** No. [*id.*]

**Q.** What is necessary to justify an officer commanding troops acting in aid of the civil power in giving the word to fire?

**A.** He must be required to do so by the magistrate. [*id.*]

**Q.** When troops are employed in aid of the civil power, what is it the duty of the officer in command, in conjunction with the magistrate, to explain to the people opposed to them?

A. That in the event of the troops being ordered to fire, their fire will be effective. [*Q. Reg.*, 8, § 78.]

Q. Is it the duty of the magistrate, or the duty of the officer, to judge as to the extent of the line of fire required?

A. It is the duty of the officer. [*id.*]

Q. What instructions are sanctioned for the guidance of an officer acting in aid of the civil power, should it become necessary to order the troops to fire?

A. Should the officer think that a slight effort would be sufficient, he is to give the command to one or two specified files to fire. If a greater effort should be required, he is to give the command to one section to fire, the fire of the other sections being kept in reserve, and, when required, the fire of each being given by the regular command of the C. officer. [*id.*, § 79.]

Q. If there are more officers than one with a detachment, and it should be necessary that more sections than one should fire at once, what is the C. officer's duty?

A. He should indicate to the troops what officer he has fixed on to order any number of the sections to fire. After receiving the magistrate's requisition to fire, he is to give his directions to that officer. [*id.*, § 80.]

Q. When troops have been ordered to fire, should they continue firing until ordered by the magistrate to cease?

A. No; the firing is to cease the instant it is no longer necessary, whether the magistrate may order cessation or not. [*id.*]

Q. What are the regulations as to firing upon persons separated from the crowd, and firing over the heads of a crowd?

A. Both are forbidden. [*id.*, § 81.]

Q. Are C. officers bound to afford military aid to governors of convict prisons in their neighbourhood?

A. Yes; in cases of emergency. [*id.*, § 83.]

## DRESS AND EQUIPMENT.

### *Dress of Officers.*

Q. Where are detailed descriptions of the prescribed dress for officers to be found?

A. In the dress regulations. [*Q. Reg.*, 12, § 1.]

Q. On what occasions only are insignia of any order or decoration to be worn?

A. In full dress, which should always be worn when the sovereign is present. [*id.*]

Q. What decorations only are to be worn in undress?

A. Miniature orders and medals or ribands. [*id.*, § 6.]

**Q.** Name the different **orders of dress** for officers, and describe them.

**A.** *Review order*, full dress, to be worn when the sovereign is present, for royal escorts and guards of honour, at all state ceremonies, and otherwise when ordered; *marching order*, same as in review order, but with scarlet patrol jackets; *field-day order*, same as marching order; *drill order*, undress patrol jacket.

[*Q. Reg.*, 12, § 35.]

**Q.** State some **general regulations** as to the uniform of officers?

**A.** They are forbidden to make unauthorized changes in clothing or appointments. Uniform is to be worn in camp or quarters, and at public entertainments within the district; but general officers may permit the use of plain clothes for purposes of recreation. Officers on leave from abroad are always to be in possession of their uniform.

[*id.*, §§ 2, 7, 8.]

### *Dress of Men.*

**Q.** Describe the different **orders of dress** for men.

**A.** *Review order*, tunic and chako; no packs or valises unless ordered. *Marching order*, serge frocks and chakos, packs or valises, complete kit and equipments. *Field-day order*, serge frocks and chakos; no packs or valises unless ordered. *Drill order*, serge frocks and forage caps.

[*Q. Reg.*, 12, § 36.]

**Q.** In marching order what articles are included in the term "complete kit and equipment"?

**A.** Packs and valises, greatcoats, haversacks, water-bottles, and leggings.

[*id.*

**Q.** Under what circumstances only are any of the articles included in the term "complete kit and equipment" to be worn by men in review, field, or drill order?

**A.** When specially ordered.

[*id.*

**Q.** In what order of dress are the infantry, as a rule, to turn out for **daily parade**?

**A.** Marching order; but C. officers may vary this order.

[*id.*, § 37.]

**Q.** How is the **chako** to be worn?

**A.** Even on the head, and brought well down on the forehead.

[*id.*

**Q.** On what occasions should the buttons of helmets be worn?

**A.** When the spike is not worn.

[*G. O.*, 36, 1877.]

**Q.** How is the **chinstrap** worn?

**A.** Under the chin, and not hooked up except when marching at ease.

[*Q. Reg.*, 12, § 37.]

**Q.** On what occasions may **cap covers** be worn?

**A.** On guard, on the march, in wet weather, and during night

duties, at the discretion of officers in command; but not on ordinary parades. [*Q. Reg.*, 12, § 37.]

*Q.* How should the Glengarry **storage cap** be carried in marching order?

*A.* Folded flat outside the greatcoat, showing the regimental badge between the greatcoat straps. [*id.*]

*Q.* How is the **haversack** worn?

*A.* It is slung across the right shoulder. When empty, it is to be neatly rolled up, hanging over the bayonet, and resting on the left hip; or, with the valise equipment, it may be carried in the valise. [*id.*]

*Q.* How is the **bayonet** to be worn?

*A.* It is to hang on the left hip, and not too far to the front. [*id.*]

*Q.* With what alone may **pouches** be cleaned?

*A.* Blacking. [*id.*]

*Q.* Are the **greatcoats** and **capes** to be worn together or separately?

*A.* They may be worn either way. [*id.*]

*Q.* On what occasions are **leggings** to be worn?

*A.* On parade in wet and muddy weather, but not when the men are off duty. [*id.*]

*Q.* On what occasions should the **canteen** be worn?

*A.* When in marching order; at inspections; on the line of march; during manœuvres; on any duty for which the canteen is required, or on any other occasion when ordered. [*G. O.*, 46, 1876.]

*Q.* Name some of the rules as to wearing **medals** and **ribands**.

*A.* They are to be worn with the tunic only; suspended from a single bar (or, in the case of soldiers, stitched) in a straight horizontal line on the left breast; they may overlap if necessary, and should be worn over the sash, but under the pouch belt; the bar and buckle should be concealed by the riband, which ought not to exceed one inch in length, unless the number of clasps requires it. Soldiers in undress are to wear ribands only half an inch in length. The medals should be in order of date, the first being farthest from left shoulder. [*id.*, 51, 1875.]

*Q.* How may medals awarded by a society for bravery in saving life be worn?

*A.* On the right breast, but only if specially authorized. [*id.*]

*Q.* May any deviations from the **sealed patterns** of clothing and necessities be allowed?

*A.* No.

[*Q. Reg.*, 12, § 40.]

*Q.* Who are responsible for any expense entailed by having to replace or restore to approved patterns articles of clothing, &c.?

*A.* C. officers.

[*id.*]

**Q.** Who are to be made responsible for the proper fitting of the clothing of men on detachment?

**A.** The officer in command of the detachment. The quartermaster is not to be sent for the purpose. [*Q. Reg.*, 12, § 41.]

**Q.** What precaution against lucifer matches or other combustibles should be taken when clothing is returned to Government stores?

**A.** The clothing should be carefully searched, a certificate of the same being given to the commissary. [*id.*, § 42.]

**Q.** May permission be given to soldiers to wear their *greatcoats* when off duty, or travelling?

**A.** During winter and in severe weather it may at the discretion of officers commanding stations. Any damage beyond fair wear and tear must be made good by the soldier. [*id.*, § 43.]

**Q.** What is the rule as to the purchase of *necessaries* otherwise than from the public stores?

**A.** Officers commanding companies may purchase on the spot (except during service on the field), provided the articles are conformable to pattern, and do not exceed the public store price. [*id.*, § 44.]

**Q.** What are the Regulations as to marking necessaries?

**A.** Every article capable of receiving a mark is to be marked with owner's name and number, number of regiment, and date of delivery. [*id.*]

**Q.** At what rate, and for what purpose, are *squad bags* provided?

**A.** At the rate of one to every 26 men, for carrying the "surplus kit" on the march and in the field. [*id.*, § 45.]

**Q.** Name the articles comprised in the surplus kit.

**A.** 1 tunic or serge jacket, 1 pair socks, 1 shirt, 1 towel, 2 brushes, and such articles from the hold-all as can be dispensed with. [*id.*]

**Q.** When regiments embark for India, what is done with the *squad bags*?

**A.** Returned to store. [*id.*]

### *Equipment.*

**Q.** When *soldiers* are transferred from one company to another, should they take their arms and accoutrements with them?

**A.** Yes. [*Q. Reg.*, 12, § 46.]

### *Ammunition.*

**Q.** Where should the *service ammunition* be kept during time of peace?

A. In regimental expense magazines, except when general officers think it necessary that it should be in the pouches. In the latter case a report is to be made to the A.-General.

[Q. Reg., 12, § 51.]

Q. How are guards and escorts, and parties aiding the civil power, to be provided with the requisite ammunition?

A. It is to be served out to them before going on duty, and is to be returned to the magazine when the duty has been performed.

[id., § 52.]

Q. When a regiment changes its quarters, what is to be done with its ammunition?

A. A sufficient quantity being retained to provide the guard with 20 rounds per man, the remainder is to be returned to the commissary at the station.

[id., § 53.]

Q. What officers should attend when ammunition is issued from or returned to a W. D. store at the station?

A. An officer of the corps concerned and a departmental officer.

[id., § 54.]

Q. Detail some of the Regulations as to the course to be followed in issuing ammunition from a regimental magazine.

A. The issue is to be made by the quartermaster (or other responsible officer), and he is not to entrust the key to any one. An officer is to receive the ammunition, and receipts are to be given by officers commanding companies, who become responsible to the C. officer for the quantity they receive.

[id., § 55.]

Q. What are the regulations as to the collection of cartridge cases?

A. Officers commanding companies are responsible for the collection after each day's target practice. At least 90 per cent. should be returned to store. The sum received for them will be expended in extra shooting prizes.

[id., § 56.]

Q. What is the rule as to the inspection of ammunition in store?

A. It is to be inspected at least once a month by the C. officer.

[id., § 57.]

Q. What directions are given for the care and inspection of ammunition in possession of the man?

A. It is to be inspected at the daily morning parade by officers commanding companies, and any loss or damage is to be reported to the C. officer.

[id., § 59.]

Q. Before issuing blank ammunition what should be done?

A. Officers commanding companies are to ascertain that no ball remains in the pouches.

[id.]

Q. How is ammunition, if wilfully lost, destroyed, or made away with, to be accounted for?



A. In the same manner as other articles of equipment.

[*Q. Reg.*, 12, § 59.

Q. What ammunition only should be used with the soldier's rifle?

A. That supplied by Government. [*id.*, § 58.

Q. Detail some of the regulations as to **moving ammunition**.

A. In the absence of special orders, escorts are not required, unless the C. officer on the spot thinks them necessary, in which case he will determine their composition. Waggon conveying powder should move at a walk, unless otherwise ordered. [*id.*, § 60.

Q. In what method of drawing blank ammunition should the troops be practised at field days?

A. In drawing it from the small arm ammunition carts on the ground as would be necessary on service. [*id.*, § 61.

## LEAVE OF ABSENCE.

### *General Instructions.*

Q. What provision is to be made for the duties of a regimental or other **staff officer** recommended for leave?

A. It must be certified in the application that the officer named to perform them is qualified. [*Q. Reg.*, 13, §§ 1, 2.

Q. May the **instructor of musketry** and his assistant be recommended for leave at one time?

A. Not during the *annual* course, or when there is a number of recruits. [*id.*, § 3.

Q. Is the musketry instructor available for ordinary duty?

A. Only during winter, or when the course is suspended, or, with the sanction of the general officer, in cases of emergency. [*id.*

Q. On what day must officers on leave **return to duty**?

A. That on which the leave terminates. [*id.*, § 5.

Q. What must all officers, on rejoining, do with reference to orders issued during their absence?

A. They must make themselves acquainted with them. [*id.*

Q. When an officer on leave of absence is **promoted or removed**, or exchanges, is his leave affected thereby?

A. It is cancelled. [*id.*, § 6.

Q. When an officer obtains leave of absence, to whom must he report his **address**?

A. To the agents and adjutant. [*id.*, § 7.

Q. What must be stated in applications for **extension** of leave?

A. The period during which the officer has been absent. [*id.*, § 8.

*Officers on Home Service.*

**Q.** Within what dates may **winter leave** be granted by general officers?

**A.** 15th October, if the inspection is over, and 14th March.

[*Q. Reg.*, 13, § 9.

**Q.** In granting winter leave, what officers must be retained with every corps?

**A.** A sufficient number for duty, but at least 1 field officer, half the captains, and half the subalterns doing duty. [*id.*

**Q.** From what corps is the indulgence of leave of absence to be withheld?

**A.** Such as have been unfavourably reported on. [*id.*

**Q.** For what period may general officers grant leave of absence (**other than winter leave**)?

**A.** A fortnight at any time except that of the inspection.

[*id.*, § 11.

**Q.** To whom must applications for leave (**other than winter leave**) beyond a fortnight be submitted?

**A.** The C.-in-Chief; or, in Ireland, the Commander of the Forces. [*id.*

**Q.** When officers are reported **absent without leave** in the monthly return, to whom has an explanation to be forwarded?

**A.** The A.-General, through the general in command. [*id.*

**Q.** Before recommending **medical officers** for leave, what must C. officers ascertain?

**A.** That the distribution and state of health of the corps, and the arrangements for carrying on medical duties, justify their recommendation? [*id.*, § 13.

**Q.** What are officers to do when prevented by **ill health** from joining their regiments?

**A.** To transmit the prescribed medical certificates to their C. officer in time to arrive a week before expiration of the leave. In London, such officers are to report themselves in writing to the A.-General, in Dublin to the D.-A.-General, and state whether they attend for examination. [*id.*, §§ 15, 16.

**Q.** Are officers permitted to **quit the kingdom**?

**A.** Not without Her Majesty's permission, except on duty or for the purpose of joining their regiments. [*id.*, § 17.

**Q.** When an officer desires to quit the kingdom, to whom must he apply, and what information must he furnish?

**A.** Through his C. officer to the A.-General, stating the place to which he is proceeding, and the period he desires to remain. [*id.*

**Q.** When an officer desires to be presented at a foreign court, to whom is he to apply?

A. To the British Ambassador, Minister, or Chargé d'affaires at such court. [Q. Reg., 13, § 18.

### *Officers on Foreign Service.*

Q. What must accompany applications of officers abroad for leave to return home on private affairs?

A. A statement of the period they have served abroad, and the prescribed declaration as to rejoining, and the passage money of a successor. [G. O., 23, 1877.

Q. With whom rests the power of granting to officers abroad leave to return home?

A. General officers commanding at foreign stations.

[Q. Reg., 13, § 20.

Q. What grounds for granting leave to return home from abroad are alone admissible?

A. Length of service abroad, ill health, or very urgent private affairs. [id., § 21.

Q. On what terms only may an officer abroad be sent or permitted to return home in circumstances affecting his character?

A. Such as must place his case entirely at the discretion of the C-in-Chief. [id., § 22.

Q. When an officer obtains leave, what certificates are to be given him?

A. A certificate showing the commencement, termination, and cause of leave, and a pay certificate. [id., § 23. G. O., 81, 1876.

Q. To whom and how are officers without troops to report themselves on arrival in England?

A. To the A-General in writing. A copy of the authority for their return, and their address, is to accompany the report. General staff (of the higher grades) and C. officers are, in addition, expected to report personally. [Q. Reg., 13, §§ 24, 25.

Q. To whom should medical officers and paymasters arriving on leave from abroad report themselves?

A. To the heads of their departments at the War Office. Any leave exceeding two months beyond Indian limits to a paymaster should be notified to the Secretary of State. [id., § 26.

Q. On what grounds only may officers on leave from abroad apply for an extension of leave?

A. Ill health or extremely urgent private affairs. [id., § 27.

Q. Through what channel should officers on leave from abroad apply for extension of leave?

A. Through their C. officers abroad.

[id.

**Q.** May officers on leave from abroad join their depots on the expiration of their leave?

**A.** Not unless specially permitted to do so by the A.-General.  
[*Q. Reg.*, 13, § 28.]

### *Furloughs.*

**Q.** What men only are eligible for a furlough?

**A.** They must be of good character, dismissed drill, have complete kits, and be out of debt. [*Q. Reg.*, 13, § 29.]

**Q.** To what number of men at a time may furloughs be granted during the winter season?

**A.** Twelve per cent of the corps (all ranks included); but general officers may exercise a liberal discretion in granting furloughs to regiments returning from India and China. [*id.*, § 30.]

**Q.** From what date may the winter furloughs commence?

**A.** 15th October. Should the C.-in-Chief propose to inspect the corps in October, furloughs must be postponed. [*G. O.*, 60, 1875.]

**Q.** May furloughs be granted to soldiers abroad?

**A.** Not except by the authority of the general commanding, and only on urgent occasions, which are to be reported to the A.-General. [*Q. Reg.*, 13, § 31.]

**Q.** May furloughs be granted to N.C. officers to enable them to take up appointments in reserve or auxiliary forces?

**A.** Only with the authority of the A.-General. [*id.*, § 32.]

**Q.** Are the men liable to pay any fee for a furlough?

**A.** No. [*id.*, § 33.]

**Q.** On what day of the month only should soldiers leave their regiments when going on furlough?

**A.** On the 1st of the month, except in urgent cases. [*id.*, § 34.]

**Q.** May arms or accoutrements be taken on furlough?

**A.** No. [*id.*]

**Q.** May soldiers take greatcoats with them on furlough?

**A.** Yes; but the indulgence is not to affect the period for which the coats are required to last. [*id.*]

**Q.** What should be done as to greatcoats taken on furlough?

**A.** The captain should note their condition before they are taken away, and again on the soldier's return. [*id.*]

**Q.** What should be noted on every soldier's furlough with reference to his advance of pay?

**A.** The amount advanced, and a direction in red ink that no further advance is to be made except by his captain. [*id.*]

**Q.** What is to be done in the case of soldiers overstaying furlough from want of funds?

A. They are to be furnished regimentally with warrants or subsistence, all expenses being charged to the men. [*Q. Reg.*, 13, § 36.]

Q. What are the regulations as to sick furloughs?

A. It must be ascertained that the men are likely to be benefited by removal, and that their friends can aid them. [*id.*, § 37.]

Q. In the event of a soldier continuing absent on account of sickness beyond three months, what course is to be pursued?

A. A special medical report as to his case is to be made to the A.-General. [*id.*, § 38.]

Q. What should be explained to soldiers before proceeding on furlough as to medical attendance?

A. That they may avail themselves of the nearest military medical station, but that no charges will be admitted. [*id.*, § 39.]

Q. When soldiers proceed on furlough to places in the vicinity of a military station, to whom are they to report?

A. To the officer commanding such station. [*id.*, § 40.]

Q. When a regiment embarks for foreign service or changes station at home, what is to be done as to the men on furlough?

A. Officers commanding companies are to notify the movement to the men on furlough. [*id.*, § 41.]

Q. On what day, and at what time of the day, should men on furlough rejoin?

A. Before tattoo on the day on which the furlough expires. [*id.*, § 42.]

Q. If a soldier on furlough fails to rejoin on the proper day, how is he to be dealt with?

A. As an absentee; but if no satisfactory explanation is received within 5 days, he is to be reported as a deserter. [*id.*]

Q. When a soldier on furlough is prevented from rejoining by sickness or other casualty, how should he obtain an extension?

A. Report himself before the expiration of the furlough to the nearest general or other officer on the staff; or to the C. officer of a corps, depot, or detachment, who may extend his furlough, if necessary, for any period not exceeding one month. [*id.*, § 43.]

Q. When a furlough is extended, or a warrant issued on the spot to enable a soldier to rejoin, what notification is to be made?

A. The circumstances are to be explained to the C. officer of the soldier's corps, and the extension (or issue of warrant) is to be noted in red ink on the furlough. [*id.*, § 44.]

Q. When a soldier obtains an extension of furlough or travelling warrant under false pretences, what course is to be followed?

A. He is to be proceeded against by his C. officer.

[*Q. Reg.*, 13, § 45.]

Q. Are soldiers returning from furlough to be re-drilled or required to bring up *missed duties*?

A. They are to be re-drilled so far as may be necessary, but not to bring up missed duties.

[*id.*, § 46.]

Q. What is the rule as to the *address* of a soldier on furlough?

A. It is always to be left with his company.

[*id.*, § 47.]

## MOVEMENT OF TROOPS BY LAND.

### *Marches.*

Q. State generally the *duty of officers* on the march.

A. To exert attention and vigilance; to maintain discipline and regularity; to preserve the compact order of the column, by not allowing irregular intervals, straggling, or falling out, except during halts.

[*Q. Reg.*, 16, §§ 1, 2.]

Q. In selecting places for *halts*, what should officers avoid?

A. Halting near public houses.

[*id.*

Q. May C. officers disregard the rules for marches under any circumstances?

A. Their doing so can only be justified by necessity, or by the attainment of an obvious advantage.

[*id.*, § 3.]

Q. At what *hour* should marches commence?

A. As a rule at daybreak, and in sultry weather earlier; but circumstances often justify a departure from this rule.

[*id.*, § 4.]

Q. State some of the advantages of *early marching*?

A. The march need not be hurried; proper halts may be observed; heats may be avoided; breakfast may be provided on the road, and the march completed in time for rest and dinner, and to enable the men to clean and prepare for evening parade. The officers have time to visit billets, &c.

[*id.*

Q. How should the men be employed *after a march*?

A. In putting arms and appointments in order.

[*id.*, § 5.]

Q. May men leave their quarters after a march?

A. Not until able to appear properly dressed.

[*id.*

Q. What is the rule as to the *evening parade* on the march?

A. Parade or inspection of billets should never be dispensed with if the weather permits.

[*id.*

Q. What are the orders as to an *alarm post* on the march?

A. It is to be invariably established in some central position, and the men made acquainted with it.

[*id.*, § 6.]

Q. What rules are to be observed in assorting the *billets* of troops quartered in towns?

A. The officer who draws them should assort them, so that the men of each company may be together ; and the officers should be as near as possible to their men. [Q. Reg., 16, § 7.

Q. By whom are troops in billets to be superintended ?

A. By the officers and N.-C. officers. [id.

Q. When soldiers on the march, or awaiting embarkation, are in barracks in which there is no accommodation for the officers, how should the latter be quartered ?

A. In billets. [id., § 8.

Q. When soldiers travel singly, or in small parties, what steps should be taken to ensure the settlement of the legal claims of the persons on whom they are billeted ?

A. They should be furnished with sufficient money, and instructed to discharge such claims, as required by the Mutiny Act, before they leave their billets. [id., § 9.

Q. When soldiers are detached to a military station on temporary duty, are they to be billeted ?

A. No ; they are to be attached to the troops. [id.

Q. Where are escorts and men detained in London to report themselves ?

A. To brigade-major, Horse Guards, or if after 5 P.M., to the garrison serjeant-major, St. George's barracks. [G. O., 5, 1879.

Q. May men passing through London under a route, make use of the underground railway ?

A. Yes. [id.

Q. Should troops always march with advanced and rear guards ?

A. Yes. [Q. Reg., 16, § 11.

Q. How are men who fall out on the march taken charge of ?

A. The rear guard brings them up. If unable to march, a soldier is to be given in charge of a corporal or steady man. [id.

Q. To whom is the commander of the rear guard to report all occurrences at the end of each day's march ?

A. The commander of the column. [id.

Q. Are movements of troops or dispositions of march always to be put in orders ?

A. No ; on active service the orders may be delivered only to persons they concern. [id., § 12.

Q. What step is to be taken by the commander of troops, under orders to move, with a view to secure rations for his men ?

A. Immediately on receiving the order, he is to forward a notice (W. O. form) to the district commissary, and one to the commissary of any district to which he may be proceeding. Any change in the date of moving is to be notified. [id., § 13.

**Q.** In what case should an **armed party** proceeding on any duty invariably be accompanied by an officer?

**A.** When its strength exceeds 20 men. [*Q. Reg.*, 16, § 14.]

**Q.** When an **armed party** is called out for an unusual duty, what should the officer acquaint himself with?

**A.** All orders that bear on the service he may be called upon to perform. [*id.*]

**Q.** Should a **medical officer** invariably accompany detachments on the march?

**A.** Except on particular duties, only when the detachment is composed of not less than 200 men; or if proceeding coastwise, not less than 50 men. [*id.*, § 15.]

**Q.** Should medical officers moving with detachments be included in the route?

**A.** Yes. [*id.*]

**Q.** How should **C. officers** of detachments without medical officers obtain medical aid for the men?

**A.** If no army or militia medical officer be available, recourse is to be had to a civil practitioner. [*id.*, § 16.]

**Q.** When medical aid is afforded to a detachment by a **civil practitioner**, to whom is the circumstance to be reported?

**A.** To the officer commanding the regiment. [*id.*]

**Q.** What is a **route**?

**A.** An order for the march of troops. [*id.*, § 18.]

**Q.** Name some of the rules as to the issue and care of routes.

**A.** Routes are issued by the **Q.-M.-General**, and their receipt is to be acknowledged by return of post; care is to be taken to prevent a route becoming defaced, torn, or illegible. If possible, no soldier should be moved without a route, which may be applied for by telegraph. When the movement must take place without a route, a covering route should be applied for. [*id.*]

**Q.** Do officers when proceeding on duty, without troops, require routes?

**A.** No. [*id.*]

**Q.** What are the rules as to the issue of duplicate routes?

**A.** They are not to be issued to replace others lost or mislaid, but a memorandum, to serve as a voucher, may be furnished. [*id.*, § 19.]

**Q.** When an **officer** ordered to join his regiment or to proceed on any duty allows unnecessary delay to occur, what steps are to be taken?

**A.** A report is to be made by his **C. officer** to the **A.-General**. [*id.*, § 20.]

**Q.** What are the rules as to **winter route marching** on home service?



A. It should be practised for 8 or 10 miles once a week in winter, in marching order, with full kits, after breakfast, or about 9 A.M., so as not to interfere with the dinner. Every man to be in the ranks. [*Q. Reg.*, 16, §§ 28, 29.]

Q. What is to be attended to by C. officers and captains as to the **fitting of boots, &c.**?

A. That the boots fit. On the march the men should wash their feet daily, and soap them, or the inside of their socks, before starting. [*id.*, § 30.]

Q. When a regiment changes station at home, what officers' **mess property** should accompany it?

A. Such as will enable the officers to subsist themselves until the day of departure, and on the day after the arrival at the new station. [*id.*, § 21.]

Q. What limits are fixed for the size and weight of articles of **baggage**?

A. Length, 3 feet 6 inches; breadth, 2 feet; depth, 2 feet 3 inches; weight, 3 cwt. [*id.*, § 22.]

Q. How should all baggage be **marked**?

A. Public baggage should be numbered and marked. Private baggage should bear the rank and name of the owner. [*id.*, § 23.]

Q. How is paint to be procured for marking baggage?

A. By application to the commissary.

[*id.*

Q. Describe the duties of the officer of a **baggage guard**.

A. He is to tell off his men to the wagons, and to make them accountable that nothing is taken off; the men are never to put their arms on the wagons, but are to march by the sides with bayonets fixed. The officer is responsible that the drivers and horses are not ill-used, and that nothing is required of them to which they are not bound by Act of Parliament or agreement. At night the wagons are to be parked, so as to occupy as little space as possible, and placed under sentries. [*id.*, § 24.]

Q. What are the Regulations as to the **impressment of wagons** where army transport is not available for conveyance of baggage to and from a barrack, station, wharf, &c., at home?

A. Officers are to avail themselves of the powers conferred by the Mutiny Act. An officer or N.-C. officer should be sent in advance to procure wagons. He should apply to the nearest police station. [*id.*, § 25.]

Q. Is baggage to be **loaded** and unloaded by the drivers of the army service corps or by the troops?

A. Altogether by the latter. Fatigue parties are to be detailed under regimental officers; and departmental officers must make arrangements as far as their departments are concerned. [*id.*, § 26.]

Q. By whom should the method of packing, as well as the size

and weight of the articles to be carried on each wagon, pack animal, &c., be decided?

A. The officer in charge of the transport, who will superintend the work. [Q. Reg., 16, § 26.]

Q. To whom is any unnecessary ~~detention of transport~~ to be reported?

A. The general officer. [id., § 27.]

### *Movements by Railway.*

Q. When troops are to move by railway, what notice to the station-master should be given, and by whom?

A. One, or in the case of a large number of horses, two days' notice of the number of officers, men, families, horses, guns, &c., to proceed by the train, and of the quantity of baggage, is to be furnished by a staff officer, if there is one, or by the C. officer. On home service movements of more than 50 men are usually arranged by the Q.-M.-General. [Q. Reg., 16, § 31.]

Q. What arrangement should be made as to women and children accompanying troops by rail?

A. They should be placed in the train by a N.-C. officer (furnished with a nominal list) an hour before the hour named for starting? [id., § 32.]

Q. Are C. officers of troops moving by special trains to assist station-masters in excluding from the platforms persons unconnected with the troops?

A. Yes. [id., § 33.]

Q. What are the rules as to conveyance of light baggage in trains with troops?

A. A small quantity may be sent (if possible, by army transport) to the station with the women and children. The officers' servants will accompany it as a guard, and as soon as it is placed in the train they will enter the carriages allotted to them. [id., § 34.]

Q. When troops are to proceed by rail on home service, what is to be done with the heavy baggage?

A. Regiments receive a special allowance for its conveyance, and are therefore required to make their own arrangements.

[id., § 35.]

Q. At what rate should baggage be charged for by the railway?

A. 2d. per ton per mile. [id.]

Q. When an officer travelling on duty by rail claims to be charged at the reduced fare, what must he produce to the clerk?

A. A certificate or order by his C. officer, or higher authority, showing that he is entitled to the reduction. [id.]

Q. By what trains only should officers and soldiers travel?

A. They are not to travel by the limited mail, unless they pay full fare. In the absence of special orders to the contrary, C. officers must take care that all soldiers travelling on duty shall proceed by ordinary trains. [Q. Reg., 16, § 35.]

## MOVEMENT OF TROOPS BY SEA.

### *Embarkations.*

Q. What **periods** for embarkation of regiments proceeding abroad should be chosen?

A. Such as will ensure arrival in the months laid down for the several stations. [Q. Reg., 17, § 1.]

Q. What **preliminary inspections** of troops ordered to proceed abroad are to be made?

A. An inspection by the general of the district, to ascertain their efficiency and state of equipment, and a medical inspection to ascertain that the men are physically fit should be made at the same time. A subsequent inspection by the principal medical officer should be made as near embarkation as possible. [*id.*, § 2.]

Q. What medical document should accompany each soldier with a **draft**?

A. A certificate of fitness for foreign service. [*id.*]

Q. What is the rule as to **medical inspection, &c.**, of troops on embarkation?

A. Every soldier, woman, and child, is to be examined on the day of departure from the station, or on the previous day; and individuals with contagious or infectious disease are to be detained. Soldiers' families should be under observation for a week before embarkation, and women and children should be re-vaccinated if necessary. [*id.*, § 3.]

Q. What special duties belong to the **A.-General** and **Q.-M. General** in regard to embarkation?

A. The former issues instruction for preparation and equipment, and the latter arranges the movement and embarkation. [*id.*, § 4.]

Q. What should be stated in **applications for passage** of soldiers on the married roll?

A. Whether their wives are to accompany them, and the ages and sexes of their children. [*id.*]

Q. What **returns before embarkation** are required?

A. A (1) numerical return (W. O. form) to the Q.-M.-General when called for, amended in case of any casualty; (2) A corresponding return with additional information (W. O. form) to the general at the port about a week before the troops arrive there. In the case of a *draft*, duplicate copies of this report, with a nominal roll

inserted, will accompany it to the port and be handed to the superintending officer, who will give one copy to the C. officer of the troops on board. [Q. Reg., 17, § 5.]

Q. How long and for what purpose should the officer placed in charge of a **draft** be present with his men before embarkation?

A. At least 10 days, to ascertain that all are provided with sea kits, and that the necessary arrangements are made. He will proceed with them to the port. [id., § 6.]

Q. What inspection of **equipments** takes place before embarkation for India?

A. An inspection, two months before embarkation, by surveying officers of the India and War departments, with a view to the replacement of unserviceable stores; but the report must also be signed by the C. officer. [id., § 9.]

Q. By whom, and to whom, are requisitions for extra clothing, **sea kits**, &c., for a voyage, to be made?

A. By the C. officer, to the War Office (Director of Clothing). [id., § 10.]

Q. When should sea necessities be issued to troops embarking?

A. Before the troops leave the barracks, but not until they are on the point of starting, and each man is to take care of his own to the port of embarkation. [G. O., 61, 1878.]

Q. If soldiers embarking are already in possession of sea necessities, is a duplicate supply to be given?

A. No. [Q. Reg., 17, § 10.]

Q. What should be attended to especially to ensure that the men shall be ready for the line of march on landing?

A. That each man has two pair of serviceable boots. [id.]

Q. Are men embarking to be supplied with **tobacco**?

A. Only such as desire it. [id.]

Q. What is laid down as to the store **necessaries** of regiments embarking to and from India?

A. On going out a 12 months' supply is to be applied for, the stock on hand being given over to the depot. On returning, the necessities are to be transferred to a regiment remaining in India. [id., § 11.]

Q. What should the C. officer apply for before embarkation with reference to **musketry** instruction?

A. Lecture room models, &c. [id., § 12.]

Q. What arrangements for **berthing** the troops should be made?

A. Before embarkation, the space between decks should be allotted to companies, and men told off in messes. [id., § 13.]

Q. When troops are to embark in H.M. Indian troopships, what should be published in regimental orders beforehand?

A. Extracts from the Regulations for such ships in regard to officers' and soldiers' families, baggage, dogs, wines, spirits, lucifer matches, and the custody of ammunition, &c. [*Q. Reg.*, 17, § 14.]

Q. What are the rules for officers as to reporting themselves and wearing uniform on board ship?

A. Officers on duty will report themselves in uniform to the officer superintending the embarkation, and afterwards to the C. officer of the troops. All officers, whether on duty or not, are to report themselves in uniform in H.M. troopships, and to wear uniform (except in their cabins). [*id.*, § 15.]

Q. Name some of the rules as to the appropriation of cabins for officers in H.M. troopships.

A. The captain of the ship will allot cabins for the general use of the military. The C. officer of the troops, or a staff officer specially deputed, in concert with the paymaster of the ship, or other officer named by the captain, will determine the appropriation of the particular cabins. No alteration can afterwards be made without the permission of the Captain, which must be applied for through the C. officer. General and C. officers are alone entitled to separate cabins. The appropriation is to be made according to seniority of army rank. [*id.*, § 16.]

Q. How is the messing for officers' wives and families to be settled in H.M. troopships?

A. In cash on board. [*id.*, § 17.]

Q. What are all officers to do as to their messing certificates before disembarking from H.M. troopships?

A. To see that they are properly signed by the captain and paymaster of the ship. [*id.*]

Q. What rugs are issued to soldiers proceeding coastwise by night, in winter, between ports at home?

A. One to each soldier, from the barrack stores at the port, to be accounted for to the commissariat department on landing. [*id.*, § 18.]

Q. When troops embark for coasting voyages in troopships, how are blankets obtained?

A. One per man will be issued from the ship's store, unless the C. officer shall notify in writing to the captain that they are not required. [*id.*]

Q. What arrangement should be made in ships for the reception of the soldiers' arms?

A. Arm racks are to be provided in a part of the vessel likely to afford freedom from rust and facility of access. [*id.* § 19.]

Q. Should arms be placed in racks vertically or horizontally?

A. Vertically. [*id.*]

Q. When regiments or armed detachments embark for foreign service, what service ammunition will be put on board?

A. 60 rounds per rifle embarked. [*Q. Reg.*, 17, § 20.]

Q. What are C. officers to ascertain before sailing as to the ammunition?

A. That it has been properly secured in the ship's magazine. [*id.*]

Q. What is to be done on embarkation with the pouches when these contain ammunition?

A. They are to be collected before the men go below, and stowed away in the magazine, if there is one, or under proper charge in a secure place. [*id.*, § 21.]

Q. When **unarmed drafts** embark, what arms, accoutrements, and ammunition should be taken on board for exercise?

A. Second class arms and accoutrements for 10 per cent. of the strength, and 60 rounds per rifle, except in H.M. Indian troopships, where ammunition is kept on board, and one bugle or drum. [*id.*, § 22.]

Q. What **preliminary inspection of hired ships** should be made before embarkation?

A. Inspection of fittings and arrangements by a board composed of the staff officer superintending the embarkation, an officer (not below captain), and one or more naval officers, and attended by the senior medical officer at the station, and the medical officer who is to embark with the troops. [*id.*, § 23.]

Q. When troops embark at different ports, where should the preliminary inspection of the ship take place?

A. At the first port; a visit of the military officer commanding at any subsequent port is sufficient. [*id.*, § 24.]

Q. To whom are reports of boards for the preliminary inspection of hired ships forwarded?

A. One copy to the Director of Transport Services, and a duplicate to the C. officer of the district for transmission, with his remarks, to the Q.-M.-General. [*id.*, § 25.]

Q. When should the **final inspection of a hired ship** be made?

A. After the troops are on board, the baggage stowed, and the ship ready to sail. This inspection should be made at the last port of embarkation. [*id.*, § 26.]

Q. What is the object of the final inspection of a hired ship?

A. To ascertain whether the arrangements for berthing the troops, stowing the baggage, &c., have been carried out. [*id.*]

Q. How often should a final inspection be made in the case of hired ships passing between foreign stations, and carrying out a series of reliefs?

A. Before sailing on each occasion. [*id.*]

Q. What are the rules as to the composition and report of a board, for the final inspection of a hired ship?

A. The board will consist, if possible, of one or more naval

officers, a staff or field officer, and a captain not proceeding with the troops, and be attended by a medical officer not proceeding with the troops. The board should request the C. officer of the troops embarked to accompany them, and are to report to the Director of Transport Services, and the C. officer of the district.

[*Q. Reg.*, 17, § 27.]

*Q.* By whom should the senior officer to embark in a hired ship be furnished with a copy of the form of report on the ship?

*A.* By the C. officer of the district in which the corps is stationed.

[*id.*, § 28.]

*Q.* What are the rules as to measuring baggage for embarkation?

*A.* General officers are to restrict the quantity to the authorized proportions, and cause it to be collected and measured.

[*id.*, § 29.]

*Q.* How is the authorized measurement of baggage for embarkation computed?

*A.* 5 cubic feet are allowed by sea for every cwt. allowed by land.

[*id.*, § 35.]

*Q.* What are the rules as to marking baggage for embarkation?

*A.* Every regimental article is to be legibly marked in paint with designation of corps and contents; all personal property with rank, name, and corps of owner. Baggage intended for the baggage room or cabin should be so marked.

[*id.*

*Q.* State some of the rules for embarking baggage.

*A.* The regulated quantity only is forwarded as public baggage to the port in charge of an officer, who is responsible that none in excess is put on board for conveyance at the public expense. In the case of detachments, the baggage will accompany them to the port. The officer who is to command the troops on board is to notify the day and hour when the baggage will arrive to the C. officer at the port. "Heavy baggage" should be embarked the day before the troops. "Light baggage" is limited to small packages; and "passenger's baggage" to wearing apparel, &c.

[*id.*, §§ 29, 34.]

*Q.* How are the knapsacks or valises stowed on board ship?

*A.* In the racks over the mess tables.

[*G. O.*, 61, 1878.]

*Q.* What are the rules as to the stowage of sea kit bags on board ships?

*A.* If knapsacks or valises are not carried, the bags will be in the racks over the mess table; in all other cases they will be in the baggage room near the door.

[*id.*

*Q.* What use is to be made of the sea kit bags when knapsacks or valises are carried during a voyage.

*A.* They are to be filled with spare articles before being sent from barracks, and will be got up two or three times during the voyage to supply changes of clothing.

[*id.*

*Q.* How is baggage in excess of the allowance conveyed?

A. Under private arrangements, and at the expense of the owners. If in the same ship, it is kept separate from the regulation baggage, and embarked after the latter. [*Q. Reg.*, 17, § 30.]

Q. Name some rules for the **stowage of baggage**.

A. No baggage is to encumber the decks. Articles packed in an insecure or dangerous manner are not to be received. [*id.*, § 31.]

Q. What rules are to be observed on embarkation as to explosive or combustible articles?

A. They are to be excluded. The use of lucifer matches, pipe lights, &c., is forbidden. [*id.*, § 32.]

Q. What rules exist as to taking wines, spirits, &c., into H.M. ships?

A. Officers, soldiers, and their families are prohibited doing so without the written approval of the captain of the ship. [*id.*, § 33.]

Q. When troops embark for active service in the field, what soldiers' wives may accompany them?

A. None.

[*id.*, § 36.]

Q. When a regiment embarks for garrison duty abroad, what soldiers' wives may accompany it?

A. Those on the married establishment.

[*id.*

Q. Should soldiers' families embark before or after the troops?

A. Before.

[*id.*, § 39.]

Q. When soldiers' wives proceed direct from their homes to a port of embarkation, when should they be instructed to arrive?

A. Not later than noon on the day before embarkation.

[*id.*, § 37.]

Q. Name some of the regulations as to the *medical inspection* of soldiers' families before embarkation.

A. They are to be inspected by a medical officer, and furnished with a health certificate. General officers will see that these certificates are examined by the superintending officer, and that any women or children who are without them are medically examined at the port. [*G. O.*, 15, 1877.]

Q. At what *hour* should the embarkation of women and children take place?

A. They should be collected and sent on board at one time so as to be in their berths before the troops embark. [*Q. Reg.*, 17, § 39.]

Q. Under whose **superintendence** should all embarkations take place?

A. That of the C. officer of the station.

[*id.*, § 40.]

Q. Under whose orders do troops remain after embarkation until they go to sea?

A. The C. officer of the station.

[*id.*

Q. How often and by whom should **troops detained at a port** after embarkation be visited



A. Daily by the C. officer of the station, or a staff officer deputed by him. [Q. Reg., 17, § 40.]

Q. Must troopships be detained after the embarkation until the embarking officer notifies that all returns, &c., required by regulation, have been made?

A. Yes; but if the detention exceeds 24 hours it is to be reported through the senior naval officer to the officer commanding at the station. [id., § 41.]

Q. What returns to the commander of a commissioned or hired ship are to be made by the military C. officer immediately on embarkation?

A. A nominal and numerical list of the officers and troops. [id., § 42.]

Q. Whose duty is it to see that the necessary documents are completed as soon as the troops are on board, and to give the required notification to the captain?

A. That of the superintending staff officer. [id.]

Q. What are the rules as to making out and forwarding embarkation returns?

A. The return of a regiment is to be prepared beforehand by the C. officer, and forwarded as soon as the troops are on board in duplicate to the Q.-M.-General, through the general at the station, who will receive a third copy. In the case of drafts, the officer superintending the embarkation compiles the return from the returns of the officers in charge. The C. officer on board will be furnished with a copy. [id., § 43.]

Q. What is the rule as to nominal rolls of drafts for India?

A. Officers in charge are to be furnished by depots with nominal rolls (W. O. form) in duplicate, showing date of enlistment and age of every man. These are to be handed to superintending officers, who are responsible that all changes are inserted, and that they are delivered to the embarking officer to be forwarded to the A.-General. These nominal rolls, which must exactly correspond with the numbers on the embarkation returns, are to be in addition to all the ordinary reports and returns.

[id., § 44. G. O., 12, 1876; 58, 1877.]

Q. What additional detailed return of detachments coming home should be forwarded in advance, if possible, or with the officer in charge, if otherwise?

A. A return in duplicate to the Q.-M.-General by the C. officer at the port of embarkation. [id., § 45. G. O., 5, 1875.]

Q. What books of regulation relative to the transport service are to be accessible to all military C. officers at sea?

A. In hired ships, Regulations of H.M. Transport Service; copies of Ship's Charter Party, and of Instructions for Masters of

**Troop Ships.** *In H. M. ships*, Regulations for Troop (or Indian Troop) Ships, Queen's Regulations (Naval), and Admiralty Instructions. [Q. Reg., 17, § 46.]

**Q.** Are the military C. officers at sea bound to furnish **certificates and returns** prescribed by the Naval and Transport Regulations, &c. ?

**A.** Yes. [id.]

**Q.** When and by whom are C. officers of troops embarking furnished with the forms which they are to fill up during the voyage ?

**A.** Before leaving the port by the superintending staff officer. [id., § 47.]

**Q.** How are officers' **passages**, when proceeding to and from foreign stations at the public expense, to be obtained ?

**A.** By application, at home to the A.-General ; abroad, to the general officer commanding. [id., § 56.]

**Q.** When a passage has been provided for an officer, by whom will the place and date of embarkation be intimated to him ?

**A.** The Q.-M.-General. [id., § 57.]

**Q.** Under what rules may passages in H.M. ships be provided for officers and their families ?

**A.** The general commanding may make requisition on the senior naval officer for passages, in any ship arriving, to embark troops, after the requirements of the service have been met. Officers entitled to free passage have preference. [id., § 58.]

**Q.** When an officer proceeds to a foreign station without troops, what **departure reports** are rendered ?

**A.** A report to the A.-General of the date and place of embarkation, name of vessel, and port of destination. When officers receive orders to embark from the Q.-M.-General, they will also report to him. [id., § 59.]

**Q.** When an officer is **detained at a port** of embarkation, by whom and how is he to be attached to troops ?

**A.** The C. officer will attach him to troops at the station, and report to the Q.-M.-General through the general. [id., § 60.]

**Q.** By whom are officers' **mess certificates** signed ?

**A.** In hired ships, by the officers ; in H.M. ships, a statement in lieu of certificates is signed by the military C. officer. [id., § 61.]

**Q.** How should complaints as to messing in troopships be forwarded ?

**A.** Through C. officers. [id.]

**Q.** May officers give certificates of character to stewards or others in H.M. troopships ?

**A.** No. [id.]

A. At 8 A.M. and 8 P.M. The watches will thus take day and night duty alternately. [Q. Reg., 17, § 70.]

Q. What are the rules as to the guard on board ship?

A. A company should be selected either for the period of the voyage, or to be relieved every week at 8 A.M. on Saturday morning. Its strength should be in proportion to the numbers embarked and the sentries required for the security of the vessel and the maintenance of order. It should be berthed separately, and told off into as many reliefs as possible for each post. The sentries are to be relieved every two hours, and to mount in harbour with arms; at sea with bayonets only. [id., §§ 71, 72.]

Q. What is the rule as to airing bedding and clothing at sea?

A. Bedding is to be brought on deck every morning (weather permitting). Clothing is to be aired when circumstances permit. [id., § 73.]

Q. Should the married people be restricted to one part of the ship?

A. Yes. [id.]

Q. After bedding is brought up, how are the men employed in hired ships?

A. In sweeping, scrubbing, and scraping the berths and decks. [id., § 74.]

Q. By whom and when should the upper decks be washed?

A. By the morning watch daily, before the bedding is brought up. [id.]

Q. How often may washing between decks take place?

A. Not oftener than twice a week, and then only when the weather is dry. [id.]

Q. How often should the boards of the lower berths be removed?

A. Once or twice a week. [id.]

Q. What special rules are laid down as to washing berth decks in H.M. troop ships?

A. They are to be washed only when necessary; they should be dried before the troops go upon them; and on homeward voyages from India, after passing Gibraltar, hot water and soap, or in very wet weather hot dry sand (without water), should be used. [id., § 75.]

Q. Describe the orderly officer's duty as to the disposal of hammocks and cleaning of berths.

A. He should see that the hammocks are hung up before watch-setting; and again stowed away in the hammock nettings (weather permitting) on the troops rising. He should be present and direct at the cleaning of the berths, &c. [id., § 76.]

Q. For what purpose is the officer of the day to attend the men's dinner?

A. To see that the men are regular at their messes, and report to the C. officer any neglect in victualling. [*Q. Reg.*, 17, § 77.]

Q. When a C. officer is dissatisfied with the victualling or with the conduct of the master of a vessel, what should he do?

A. Complain to the transport officer. If there is no such officer on board, minutes should be taken. [*id.*]

Q. Name some of the rules as to the *issue of spirits at sea*.

A. When porter is not procurable, and any spirit is supplied with the ration, it is to be mixed with three parts of water, and issued in presence of the officer of the day. Raw spirit is never to be issued in the morning or before dinner. [*id.*, § 78.]

Q. How often, and how are troops on board ship to parade?

A. Daily at 10 o'clock A.M. (without shoes or stockings in warm climates). The parade should be in marching order, once in each week, when necessaries, arms, and appointments, are to be inspected. [*id.*, §§ 79, 80.]

Q. How often are cooks on board ship to parade?

A. Once a day.

[*id.*, § 79.]

Q. What are the regulations as to *exercise and drill at sea*?

A. The troops should occasionally be summoned to quarters by the beat to arms. Such as are told off to guns should be frequently instructed and practised. Recruits or awkward men are to be drilled for an hour (forenoon and afternoon) when the weather permits. [*id.*, § 81.]

Q. What are the orders as to *divine service at sea*?

A. It is to be performed every Sunday when the weather permits. [*id.*, § 82.]

Q. What Regulations are established with a view to *prevent the occurrence of fire on board ship*?

A. (a) As soon as possible after embarkation, the C. officer will read to the troops the Regulations relating to fires, and in conjunction with the master of the ship will tell off the men to their alarm stations. (b) The troops must be frequently mustered and exercised at their stations. (c) Every evening at sunset the fire engines and pumps are to be prepared for use, hose screwed on, and buckets filled. (d) The troop-decks are to be inspected every half hour by night, by a N.-C. officer of the watch, and every hour by the officer of the watch. (e) A sentry is to be placed at the cooking place—or one on each, if numbers admit of it—with orders not to allow fire of any kind to be taken without permission. No lights are to be permitted amongst the men except in lanterns.

[*G. O.*, 25, 1875.]

Q. In case a fire occurs on board ship what is to be done?

A. (1) The first thing to be impressed on all is—silence. (2) Officers and men will fall in and await orders. (3) The watch on

deck will assist to shorten sail, and then repair to stations, and the watch below will stow hammocks. (4) N.-C. officers of each mess will see scuttles closed before going to their stations. (5) All sentries will be doubled, and a guard placed over the spirit room. (6) The C. officer, with such others as he may select, will be on the quarter-deck, the other officers with their companies. (7) Armed sentries will be placed round the upper deck, to prevent any one getting into the boats, or leaving the ship without orders. (8) Parties will be told off to pumps and buckets. Officers' wives and children, and females occupying after-part of ship, will be in saloon in charge of an officer. (10) Women and children occupying fore-part of ship will be on main-troop deck in charge of a N.-C. officer. [G. O., 25, 1875.]

*Q.* In case of any alarm or danger other than that arising from fire, what is the C. officer to do in conjunction with the master of the vessel?

*A.* To arrange for maintaining discipline, and preventing boats being used without orders. [*id.*]

*Q.* Are the Queen's Regulations on the subject of fires, &c., or the Regulations for H.M. Troopships to be followed in these ships?

*A.* The Regulations for H.M. Troopships. [*id.*]

*Q.* At what hour in the evening should every man (not on duty) be in his berth?

*A.* Before lights are extinguished. [*Q. Reg.*, 17, § 84.]

*Q.* Whose duty is it to see that the men are in their berths at the proper hour on board ship?

*A.* That of the officer of the day. [*id.*]

*Q.* Name some of the rules as to smoking on board ship.

*A.* It is not to be permitted except at fixed hours. The use of matches is forbidden. A slow match in a tub will be provided. The orderly officers and N.-C. officers are to report instantly any smoking between decks, or the use of lights not in lanterns. [*id.*, § 85.]

*Q.* At what hour should all lights and fires be extinguished on board ship?

*A.* Lights on deck at 8 P.M. at sea, and 9 P.M. in harbour. In officers' mess room, 11 P.M., and in cabins at 11.15 P.M. The time to be reported to the C. officer by the orderly officer. Fires at 8.30 P.M. unless required by the surgeon. [*id.*, § 86.]

*Q.* What are the orders regarding fumigation and the use of disinfectants and windsails at sea?

*A.* The ship is to be frequently fumigated, and the latrines flushed and disinfected. Windsails are to be constantly hung up, and it is the duty of the orderly officer and the sentries in the vicinity to see that they are never tied up. [*id.*, §§ 87, 88, 89.]

**Q.** State some of the **rules of health** which should be observed by troops at sea.

**A.** Sleeping on deck should be prevented, unless under awnings; exercise should be encouraged; bathing may be permitted to men who can swim, in harbour if there is no danger of sharks, but not to more than 10 men at a time, and a boat should be at hand. Washing should be enjoined; the men should change their linen twice a week, and their clothes when wet.

[*Q. Reg.*, 17, §§ 90, 91, 92, 93.]

**Q.** How often should the men be examined by a medical officer on board ship?

**A.** Daily, at morning parade. [*id.*, § 94.]

**Q.** What are the rules as to the introduction of fruits, **vegetables**, and **liquors** when a ship with troops arrives at a port?

**A.** Such fruit and vegetables only should be used as are recommended by the medical officers. Every precaution is to be taken to prevent liquor being brought on board. [*id.*, §§ 95, 96.]

### *Disembarkation.*

**Q.** When an officer **arrives at any port** in command of troops for disembarkation, to whom is he to report?

**A.** He will communicate with the C. officer of the station; and if such officer be superior in rank to himself, he will personally report to him the state of the troops. [*Q. Reg.*, 17, § 97.]

**Q.** What rules are to be observed by officers belonging to troops on board ship during their stay at any port?

**A.** They are to appear in uniform, and conform to the regulations of the garrison. [*id.*]

**Q.** When troops arrive or touch at any port at home, what is to be telegraphed to the Q.-M.-General, and by whom?

**A.** The name of the ship, from whence arrived, and description of the troops on board, is to be telegraphed by the C. officer at the port, if a garrison; and, if not, by the C. officer on board. [*id.*]

**Q.** When a ship with troops arrives at its destination, by whom are the **arrangements for disembarkation** to be made?

**A.** By a staff officer, who will be ordered to visit the ship for the purpose. [*id.*, § 98.]

**Q.** To whom and how are **disembarkation returns** forwarded?

**A.** They are handed over in triplicate to the disembarking officer, for transmission, through the general officer (who retains a copy), to the Q.-M.-General. In the case of a hired ship a voyage report is to accompany the returns. [*id.*, § 99.]

**Q.** How are **naval stores** for the use of troops in H.M. ships to be received and accounted for?

**A.** In the same manner as barrack stores. [*id.*, § 102.]

**Q.** How are damages chargeable in H.M. troopships recovered?

**A.** They are charged on disembarkation, and the C. officer at once hands the amount to the ship's paymaster. Each corps or detachment is responsible for articles issued to it. Should the articles not be marked for any particular corps, &c., a *pro rata* charge may be levied against the whole of the troops on board, unless the loss or damage can be fixed upon any particular corps or detachment. If necessary, a muster of all naval stores in charge of the troops may be held before any of the troops disembark.

[G. O., 58, 1875.]

**Q.** Who is responsible that all payments for lost or damaged naval stores are made at once?

**A.** The superintending officer.

[*id.*

**Q.** What must accompany a claim to be relieved from charges for damages to naval stores arising from stress of weather, fire, or accident at sea?

**A.** An extract from the log, or other certificate. [Q. Reg., 17, § 103.]

**Q.** How should loss or damage of naval stores chargeable to the public be investigated?

**A.** By a board of three officers.

[*id.*

**Q.** If the captain of the ship objects to the charges made against the public by a board on naval stores, what is to be done?

**A.** The proceedings are to be forwarded through the general officer commanding to the war office.

[*id.*

**Q.** How are naval stores, medical comforts, &c., procured in hired ships?

**A.** From the master, on requisition.

[*id.*, § 104.]

**Q.** How are deficiencies of naval stores in charge of troops in hired ships to be accounted for at the close of the voyage?

**A.** A list, with explanations as to the cause of loss, and corps to which it may be chargeable, is furnished with the articles returned to the master. Amounts due are recovered from corps on disembarkation, and accounted for on the spot, under orders from the disembarking staff officer.

[*id.*

**Q.** What should be done at the close of a voyage with war department stores, such as games, books, &c., on board ship?

**A.** They should be returned to the commissary. [*id.*, § 106.]

**Q.** How is a C. officer to account for W.O. stores on board ship?

**A.** He is to give a receipt for them, receiving a list in duplicate, one copy of which will be handed with the stores to the commissary on arrival, that officer's receipt being taken on the other, which will then be forwarded to the War Office. Payment for deficiencies is to be made to the district paymaster on disembarkation.

[*id.*, § 107.]

**Q.** When troops disembark at Bombay, what returns are to be handed to the customs authorities?

**A.** A statement of the troops disembarking and a nominal list of officers, with returns of all articles subject to duty (including mess kit and stores, but not mess plate) belonging to the troops or families. Each officer must make a separate return.

[*Q. Reg.*, 17, § 108. *G. O.*, 48, 1875.

**Q.** What rules are laid down as to the disposal on arrival of detachments coming home?

**A.** Invalids, and time-expired men, with their families, and orphans, will be sent to Netley, under the officer who had charge of them. All other soldiers will be disposed of under the instructions of the disembarking officer. Widows are to be sent to their homes.

[*Q. Reg.*, 17, § 110.

**Q.** How soon after arrival may officers coming home with invalids quit the men?

**A.** When they have delivered over their charge to the commandant at Netley and received his permission to leave that hospital.

[*id.*

**Q.** How are men sent home for discharge as **bad characters** to be disposed of on arrival?

**A.** They are to be discharged by the C. officer at the port, their accounts being settled by the district paymaster.

[*id.*

**Q.** How are **prisoners** from abroad disposed of on arrival?

**A.** If under unexpired sentences, and for discharge they are sent to civil prisons under routes. If not for discharge they are sent to a military prison or Millbank.

[*id.*

**Q.** How are **military convicts** from abroad disposed of?

**A.** If accompanied by the judge's order, they are to be at once sent to Pentonville, and a covering route applied for; if not, they are to be detained in military custody until arrangements for their removal have been made.

[*id.*, § 110. *G. O.*, 50, 1874.

**Q.** How should **documents** of detachments be sorted before disembarkation?

**A.** According to destinations, those of prisoners being kept separate.

[*Q. Reg.*, 17, § 111.

**Q.** Name the documents to be handed to the superintending staff officer on disembarkation.

**A.** *Nominal roll*, by corps, of the troops, women, and children; *voyage report* in the case of a hired ship on prescribed form; *return of short issues of provisions*, in duplicate, when equivalents have not been given, showing the amount of the deficiencies each day and the number of men, women, and children, receiving the short rations on such days; *disembarkation returns* showing separately the troops from each port; *certificate of right to free*



*passage* for every soldier's wife (unaccompanied by her husband.) [Q. Reg., 17, § 111.]

Q. Name the documents to be handed to the commandant at Netley with invalids and time-expired men from abroad.

A. *Nominal rolls* of invalids and time-expired men, wives, families, and orphans; *claims* for command or extra duty pay, signed by the officer commanding on board. [id.]

Q. Name the documents relating to invalids and time-expired men from abroad, to be handed to the paymaster at Netley.

A. *Separate acquittance rolls* for invalids, time-expired men, and men who have died on passage, giving particulars of medals, watches, trinkets, &c., left by deceased soldiers; *inventories* of kits of deceased men in duplicate; *particulars of sale* of effects; *return of families*; *separate original No. 1 reports* for invalids and time-expired men; *ration returns*, of which duplicates are to be left with the captain or master of the ship. [id.]

Q. Name the documents relating to detachments from abroad to be handed to the commissary on arrival.

A. *Claims for wages* of hospital servants; *certificate* from the medical officer that the servants were necessarily employed; *additional certificate* in the case of special orderlies, exceeding 10 per cent. of sick; *certificate* by C. officer that the servants did not receive free rations; *certificate* by medical officer of average sick. [id.]

Q. Name the documents relating to detachments from abroad to be handed to the district paymaster through the disembarking officer.

A. *Acquittance roll*, when accounts have been opened between the troops and officers commanding; *acquittance roll for deceased men*, inventory of kit and particulars of sale; and ration returns. [id.]

Q. By what must claims for *cab fare* on account of soldiers proceeding to Netley be supported?

A. A medical certificate. [id., 113.]

Q. What precautions against *intoxication* should be taken by officers of troops disembarking?

A. Such as are necessary to prevent liquor being obtained.

[id., § 114.]

Q. How should the *sorting of baggage* be carried out on disembarkation?

A. Articles should be collected separately, according to destination. [id.]

**BOOKS.***General Instructions.*

**Q.** What **examination** by superior officers is to be made of the books kept in every corps?

**A.** All entries are to be examined by the C. officer, and the books are to be produced at inspections, and whenever called for by the general or other officer commanding. [*Q. Reg.*, 23, § 1.]

**Q.** Name the prescribed **regimental** books.

**A.** 1. General order book; 2. Regimental order book; 3. Record of officers' services; 4. Portfolio of attestations; 5. Register of soldiers' services; 6. Casualty book; 7. Letter book; 8. Return book; 9. Register of furloughs; 10. Description of deserters; 11. Defaulter book; 12. Officers' C.-martial book; 13. C.-martial book; 14. Digest of services of regiment; 15. Register of marriages and baptisms; 16. Savings bank ledger; 17. Register of cooking; 18. Register of certificates of education. [*id.* G. O., 65, 1879.]

**Q.** Name the prescribed **company** books.

**A.** 1. Order book; 2. Ledger; 3. Pay and mess sheet and company messing book; 4. Balance and cash account sheet; 5. Defaulter book; 6. Savings bank ledger. [*Q. Reg.*, 23, § 1.]

**Q.** Name the **quarter-master's** books.

**A.** 1. Account of clothing; 2. Equipment ledger; 3. Account of fuel, forage, &c.; 4. Account of necessities; 5. Letter book. [*id.*]

**Q.** Name the **paymaster's** books.

**A.** 1. General account book; 2. Ledger; 3. Bank book. [*id.*]

**Q.** When a regiment is ordered on active **field service**, are the regimental books to be embarked with it?

**A.** Only such as may be required on service; the remainder are to be left at the depot, where the C. officer is responsible that they are regularly kept. [*id.*, § 2.]

**Q.** State shortly the course to be adopted with regard to **useless books** and documents in military offices of districts, &c.

**A.** A list is to be prepared every 5 years, and submitted to a board of staff officers, whose report will be sent by the general officer to the War Office, with the view to obtain authority for the disposal of condemned records. [*id.*, §§ 3, 4.]

**Q.** State shortly the course to be adopted with regard to **useless regimental records**.

**A.** A committee of officers will examine them, and ascertain that such parts as should be retained have been copied into other books. A list, with the declaration of the committee, is then to be forwarded to the War Office, in order that authority to retain or destroy the records may be obtained. [*id.*, § 5.]

*Regimental Books.*

**Q.** Describe the **general order book**.

**A.** It is a guard book, in which all circulars and general orders are pasted and indexed. [Q. Reg., 23, § 6.]

**Q.** How is the **regimental order book** divided?

**A.** Into two parts,—Part 1 for temporary, Part 2 for permanent orders. [id., § 7.]

**Q.** Describe the method of entering orders in Parts 1 and 2 of the regimental order book.

**A.** All station, brigade, and regimental orders are entered as issued, in Part 1. At the beginning of each year, such of these orders as the C. officer thinks necessary to be retained are to be transcribed into part 2; after which Part 1 may be destroyed. Part 2 is to be indexed. [id.]

**Q.** To what officer does the term "officer commanding the depot" apply when used in connection with the care of records of **soldiers' services**?

**A.** C. officers of brigade depots, or of regiments to which depots are attached. [id., § 8.]

**Q.** In what documents are **soldiers' services** recorded?

**A.** In the "attestation" and in the "register sheet." [id.]

**Q.** How are attestations filed in the **portfolio of attestations**?

**A.** In numerical order, with index in each volume. [id., § 9.]

**Q.** In whose *custody* are the attestations on home service?

**A.** That of the regimental or brigade depot paymaster. [id.]

**Q.** What is done with the attestations on embarkation?

**A.** They are left with the C. officer of the depot for transfer to the paymaster. The paymaster embarking takes with him certified copies of the records of the men going abroad, and will continue to enter therein every variation. [id., § 10.]

**Q.** What *entries* are to be made in the attestations?

**A.** Every variation affecting service or pay—such as promotion and reduction (including lance ranks), forfeiture and deduction of service, grant and forfeiture of G.-C. pay—as it occurs, or is reported from service companies. [id., § 11. G. O., 65, 1876.]

**Q.** What is necessary before any entry of *former service* claimed by a recruit can be made in the attestation?

**A.** That the C. officer shall, on production of the recruit's parchment certificate, communicate with the A.-General stating the particulars, and that the service claimed shall be admitted by the Secretary of State for War. [Q. Reg., 23, § 11.]

**Q.** In recording a soldier's *promotion to serjeant*, what should be noted in the attestation?

A. The date on which his service would have earned G.-C. pay had he been in the rank and file. [*Q. Reg.*, 23, § 13.]

Q. What is done with a soldier's attestation on his *transfer* or re-engagement into another corps.

A. It is forwarded to his new corps, a receipt being taken and filed in its place. The service is closed and certified to the end of the month of transfer. In transfers abroad, the paymaster's copy of the record will be similarly closed and forwarded (*id.*, § 14). The certificate is not required in transfers from one battalion of a brigade to the other. [*G. O.*, 22, 1875.]

Q. What is done with a soldier's attestation on *discharge*?

A. It accompanies the discharge documents. [*Q. Reg.*, 23, § 16.]

Q. When attestations are *defaced or lost*, what is to be done?

A. If defaced, a certified copy, completed if necessary from the register sheet, may be substituted, a report being made, and the original forwarded, to the A.-General. Where the original is lost, the register sheet is to be sent to the A.-General with a view to its substitution for the missing document. [*id.*, § 17.]

Q. How are the register sheets filed in the **register of soldiers' services**, and in whose custody are they placed?

A. In numerical order, with an index in each volume, in charge of the C. officer at regimental headquarters. [*id.*, § 18.]

Q. What *entries* are to be made in the register sheets?

A. Every variation affecting the soldier's service or pay, as prescribed for attestations. The date when the soldier was attested, his number, name, age, parish, trade, description, &c., will be extracted from the attestation, and inscribed in the register. The period of service abroad, wounds, service in the field, and any remarkable act of bravery are also to be noted. [*id.*, § 19.]

Q. How is exact *correspondence between the entries* in the copies of the records abroad with those in the register to be ensured?

A. The entries are to be compared once in 3 months, a certificate of correctness by the C. officer and paymaster being sent with the regimental pay list; or, in India, with the muster rolls. [*id.*, § 20.]

Q. How is exact correspondence between entries in the register sheets of battalions at home and those in the attestations to be ensured?

A. The former are to be sent to sub-district paymasters to undergo a half-yearly comparison as soon as possible after 1st May and 1st November each year, and a certificate by the C. officer and paymaster of the brigade depot that all entries have been properly made in both documents will be inserted in next pay list. [*G. O.*, 28, 1875.]

Q. What is done with the register sheet in case of *transfer*?

A. It is made up and certified to the end of the month (the

cause of transfer being stated) and forwarded to the corps receiving him, a receipt being filed in the register. [*Q. Reg.*, 23, § 21.]

*Q.* When a soldier has been transferred, how is the continuation of his services recorded in the register of the new corps?

*A.* The certified register sheet received with the man is filed in the new corps, his services being continued thereon under a new number, but retaining the original entry. [*id.*, § 22.]

*Q.* When a regiment *goes abroad*, what is done with the register sheets?

*A.* They are taken with it, except those of men belonging to the depot, which are left there. [*id.*, § 23.]

*Q.* When men are sent home or become non-effective abroad, what is done with the register sheets?

*A.* They are sent to the depot. [*id.*]

*Q.* When a register sheet is defaced or lost, is the course to be pursued the same as in the case of a lost attestation?

*A.* Yes. [*id.*, § 24.]

*Q.* What **number** is given to a recruit on approval?

*A.* The number following that of the last recruit or transfer who joined the regiment. [*id.*, § 25.]

*Q.* May non-effective soldiers' numbers be given to others?

*A.* No. [*id.*]

*Q.* Whose sanction must be obtained before the numeration of the men in a corps can be changed?

*A.* That of the Secretary of State for War. [*id.*]

*Q.* What are the rules as to change of soldiers' **names**?

*A.* The name in which the soldier enlists or is attested is never to be erased in the register or attestation. But when a soldier has enlisted under an assumed name, the true name may be added as an *alias* on his making a statutory declaration at his own expense before a magistrate. [*id.*, § 26.]

*Q.* How is a **re-engagement** recorded in the register, &c.?

*A.* The record is closed up to, and inclusive of, the day preceding that of re-engagement, and is then recommenced. [*id.*, § 27.]

*Q.* What is recorded in the **casualty book**?

*A.* Changes in soldiers' services from day to day. [*id.*, § 28.]

*Q.* To whom, how often, and for what purpose are copies of the entries in the casualty book to be sent?

*A.* Abroad, to the C.-officer of the depot; and at home or abroad, to the regimental paymaster, monthly, in order that all entries may be made in the attestations and register sheets. [*id.*]

*Q.* Name the rules for keeping the **letter book** and **return book**.

*A.* They are to contain copies of all regimental letters and returns. Only documents likely to be referred to need be preserved beyond 3 years. [*id.*, §§ 29, 30.]

Q. Describe the **regimental defaulter book**.

A. It contains a sheet, or 2 pages, for every N.-C. officer and soldier, with his number and name at the head. The whole are in a guard book in alphabetical order. [Q. Reg., 23, §§ 31, 36.]

Q. What entries are made in the regimental defaulter book?

A. (a) Every conviction by C.-martial, and every case of desertion or fraudulent enlistment in which trial is dispensed with, and every conviction by a civil court or court of summary jurisdiction. But if the sentence of the last named court has been a fine, and the offender has not undergone imprisonment in default of payment, the entry may be dispensed with under sanction of the general commanding; (b) Reduction of N.-C. officers by order of C.-in-Chief for a crime (not for inefficiency); (c) Imprisonment by C. officer; (d) Deprivation of pay, fine for drunkenness if accompanied by another punishment requiring such entry, forfeiture of liquor or substitute at sea (exceeding 7 days); (e) C. B. exceeding 7 days (discretionary with C. officer when awarded for concealing disease); (f) Punishments by visitors of prisons, C. officers in provost prisons, or directors of convict prisons in a civil jail.

[id., § 31. G. O., 17, 1877; 137, 1879; 33, 1880.]

Q. How are crimes of *drunkenness* to be recorded in the regimental defaulter book?

A. In black ink, each act having in red ink the same number as in the company's defaulter book. [Q. Reg., 23, § 32.]

Q. Should reversions of *colour serjeants* to the rank of serjeant by award of C. officer, or deprivations of provisional acting rank, be recorded in the defaulter book?

A. They do not of themselves require to be in the regimental, but should be in the company defaulter book. [id., § 33.]

Q. What is the rule as to reporting *civil convictions* of N.-C. officers to the A.-General?

A. They are to be reported through general officers, and the report should contain the C. officer's opinion and all information necessary to enable the C.-in-Chief to decide whether the offender should be allowed to retain his rank. [G. O., 81, 1878.]

Q. How are *C.-martial* cases entered?

A. The nature of the charges only are entered, each being numbered. The date of the C.-martial is noted in the remarks. [Q. Reg., 23, § 35.]

Q. How are charges of *disgraceful conduct* and *insubordination* to be entered?

A. The generic head and the specific charge are to be given thus: "Disgraceful conduct—theft;" "insubordination—striking his superior officer." [id.]

Q. What contractions are to be used in entering sentences?

*A.* C. B. for confinement to barracks; *imp. H. L.* for imprisonment with hard labour; *S. C.*, solitary confinement; *P. S.*, penal servitude; *Dep<sup>d</sup> of days' pay*; *Fined, s. d.* [*Q. Reg.*, 23, § 35.]

*Q.* How is the amount of imprisonment entered?

*A.* In hours, if awarded by the C. officer; in days, if by a C.-martial. [*id.*]

*Q.* What is the rule as to entering dates?

*A.* No date is to be mentioned in the "offence" column unless two dates are necessarily included in the crime; then the column for "date" is to show the first, and that for "offence" the second. [*id.*]

*Q.* What is the rule as to mentioning places in the entries?

*A.* No place is to be mentioned in the "offence" column unless the charge involves two; then the "place" column is to give the first, and the "offence" column the second. [*id.*]

*Q.* Where is forfeiture of G.-C. pay to be noted in defaulter books?

*A.* Under the head of remarks. [*id.*]

*Q.* Where C.-martial sentences are remitted, should an entry nevertheless be made in the defaulter books?

*A.* Yes. [*id.*]

*Q.* When C.-martial proceedings are set aside, should an entry nevertheless be made in the defaulter books?

*A.* No. [*id.*]

*Q.* State some of the rules for the disposal of defaulter and C.-martial sheets of soldiers who are transferred or become non-effective.

*A.* If the man is transferred, the sheets are to go with him (in blank, if there are no entries). If invalidated, the regimental sheet is to be forwarded with his discharge documents. If discharged for any other cause, they are to be preserved for the period within which, on re-engaging, &c., he is allowed to reckon former service. If discharged abroad they are to be sent to the depot. Sheets of men who desert are to remain with the regiment for 1 year, after which they are to be sent to the depot; and those of deceased men are to be destroyed. [*id.*, §§ 36, 37.]

*Q.* What are the rules as to comparing the entries in the defaulter books with the states and guard reports?

*A.* The states and guard reports for preceding 6 months are to be produced to the general officer at inspection, and compared with the entries. [*id.*, § 39.]

*Q.* In whose custody is the officer's C.-martial book kept?

*A.* That of the C. officer, as a confidential document. [*id.*, § 40.]

*Q.* What is the regimental C.-martial book to contain?

*A.* Copies of the charges, findings, and sentences of all C.-

martial, verified by the C. officer's signature ; certified copies of all civil convictions ; and declarations of courts of inquiry on absence without leave, &c. [*Q. Reg.*, 23, §§ 41, 42, 43.]

*Q.* What is the rule as to the preservation of the *original proceedings* of regimental and detachment C.-martial ?

*A.* Having been signed by the president and counter-signed by the C. officer, they are to be kept for 1 year from date of prisoner's release, or (if no imprisonment) from date of trial. [*id.*, § 41.]

*Q.* What distinction is to be made between *civil convictions*, on which imprisonment for more than 7 days has been awarded, and those on which the period of imprisonment has been shorter ?

*A.* The former may be produced in evidence as former convictions, in the same manner as those of C.-martial ; the latter are to be treated simply as regimental entries affecting G.-C. pay, &c. [*id.*, § 42.]

*Q.* When soldiers are transferred, or become non-effective, what is to be done with their C.-martial sheets ?

*A.* They are to be dealt with as directed for the regimental defaulter book. [*id.*]

*Q.* After the declarations of *courts of inquiry* on absence without leave, &c., have been entered in the C.-martial book, what is done with the original proceedings ?

*A.* They are destroyed. [*id.*, § 43.]

*Q.* In what cases should copies of the declarations of courts of inquiry on illegal absence be sent to the depot ?

*A.* When a regiment proceeds abroad, those referring to men still absent, or to men who subsequently desert from the foreign station, are to be sent to the depot. [*id.*]

*Q.* What is contained in the **digest of services** ?

*A.* A historical account of the service of the regiment from its original formation, the names of officers killed or wounded, and the names of officers, N.-C. officers or men who have distinguished themselves ; information as to the badges and devices which the regiment is permitted to wear ; and an account of all alterations from time to time made in the uniform or establishment of the regiment. [*id.*, § 44.]

*Q.* Under whose immediate inspection are the entries in the digest of services to be made ?

*A.* That of the C. officer. [*id.*]

*Q.* Are all marriages of soldiers to be entered in the **register of marriages**, or only those "with leave" ?

*A.* All. [*id.*, § 46.]

*Q.* In what manner are the entries in the register of marriages made ?

*A.* If solemnized by an army chaplain, he and the witnesses are



to sign the register. In other cases the clergyman's certificate will be registered under the adjutant's signature. [*Q. Reg.*, 23, § 47.]

*Q.* How are baptisms registered?

*A.* The soldiers bring an account of them to the adjutant for registration. [*id.*]

*Q.* When a certificate of baptism cannot be obtained from a chaplain to the forces, what is to be brought to the adjutant for registration in lieu of it?

*A.* A certificate of the child's birth. [*G. O.*, 4, 1879.]

*Q.* What are chaplains to the forces to transmit half-yearly to the War Office as to marriages, baptisms, and burials at foreign stations?

*A.* Copies of the register for the preceding 6 months. When there has been no registration, the form is to be transmitted filled up with the word *nil*. [*G. O.*, 25, 1877.]

*Q.* What are C. officers in Great Britain and Ireland to report to the registrar of the district?

*A.* All births, marriages, and deaths amongst the troops.

[*Q. Reg.*, 23, § 51. *G. O.*, 42, 1877.]

#### *Company Books.*

*Q.* By what officer are a company's books to be kept?

*A.* By the officer commanding it. [*Q. Reg.*, 23, § 55.]

*Q.* Name some of the rules as to the company's defaulters book.

*A.* A leaf will be allotted to every N.-C. officer and man, and all offences of whatever kind, whether punished or not, are to be regularly entered by the officer commanding the company, who will initial the entry in the last column. Every act of drunkenness committed since enlistment is entered in black ink and numbered in red ink. Absences (considered equivalent to drunkenness) are not to be numbered, but to have D in red ink opposite each. When soldiers are transferred or become non-effective, the sheets are to be dealt with as prescribed for the regimental defaulters book. [*id.*, § 56.]

*Q.* In disposing of offences summarily without punishment, in what terms are C. officers to record their awards?

*A.* In the case of N.-C. officers, "reprimanded" or "severely reprimanded"; in the case of private soldiers, "admonished."

[*G. O.*, 112, 1878.]

#### *Paymaster's Books.*

*Q.* What are the rules as to the inspection of a paymaster's books by the C. officer?

*A.* The C. officer may inspect the books whenever he thinks proper, but the inspection should be made in the paymaster's office, and in his presence, or in presence of the officer acting for him.

[*Q. Reg.*, 23, § 59.]

**Army Discipline and Regulation Act, 1879, Part I.  
to Section 55 inclusive, and Sections 80, 133,  
134, 175, and 181.**

*Offences in respect of Military Service.*

**Q.** Does the expression "**Every person subject to military law,**" apply to officers and soldiers only?

**A.** No; it includes the other persons, such as camp followers and sutlers, named in the Act. [A. D. Act, 4, Notes.

**Q.** Name the **offences in relation to the enemy** which the 4th section of the Act makes punishable with death or any less punishment mentioned in the Act.

**A.** 1. Shamefully abandoning or delivering up (or compelling or inducing any other person shamefully to abandon or deliver up) a garrison, place, post, or guard; 2. Shamefully casting away arms, ammunition, or tools, in presence of enemy; 3. Treacherously holding correspondence with or giving intelligence to enemy, or treacherously or through cowardice sending flag of truce to enemy; 4. Assisting with arms, ammunition, or supplies, or knowingly harbouring or protecting an enemy, not being a prisoner; 5. Having been made a prisoner of war, voluntarily serving with or aiding enemy; 6. Knowingly doing any act, or service, calculated to imperil success of H.M. forces; 7. Misbehaving, or inducing others to misbehave, before enemy in such manner as to show cowardice. [A. D. Act, 4.

**Q.** What is the exact nature of the offence referred to in subsection (5) of section 4, as follows:—"*Having been made a prisoner of war, voluntarily serves with, or voluntarily aids the enemy*"?

**A.** It is an act of treachery, and is equivalent to desertion of the worst description. [A. D. Act, 4, Notes.

**Q.** Name some cases that would come under the definition of an "*act calculated to imperil the success of H.M. forces,*" referred to in subsection (6) of section 4.

**A.** A soldier injuring a number of rifles, or spiking a gun, or doing some other act likely to imperil the success of a military enterprise. [*id.*

**Q.** Name the **offences in relation to the enemy punishable with penal servitude**, or any less punishment mentioned in the Act, but not punishable with death.

A. 1. Leaving the ranks without orders to secure men or horses or take wounded men to the rear; 2. Wilfully destroying or damaging property without orders; 3. Being taken prisoner by want of due precaution, or through disobedience of orders, or wilful neglect of duty, or failing to rejoin as soon as possible; 4. Holding correspondence with, or giving intelligence to, or sending a flag of truce to an enemy, without authority; 5. Spreading, by word of mouth or in writing, reports calculated to create despondency or alarm; 6. Using in action, or before going into action, words calculated to create alarm or despondency. [A. D. Act, 5.]

Q. What distinction is made in the Act between "*treacherous correspondence with, or treacherously or cowardly sending a flag of truce to, the enemy,*" and the doing those acts without treachery or cowardice?

A. In the one case liability to the punishment of death is incurred under section 4, in the other section 5 directs that penal servitude shall be the maximum punishment. [A. D. Act, 4, Notes.]

Q. What offences are punishable more severely on active service than at other times?

A. Leaving C. officer to go in search of plunder; 2. Leaving guard, piquet, patrol, or post, without orders; 3. Forcing a safe-guard; 4. Forcing or striking a sentry; 5. Impeding or refusing to assist provost marshal; 6. Doing violence to bringer of provisions or supplies, or committing an offence against person or property of inhabitants; 7. Breaking into a house for plunder; 8. Creating false alarms in action, on the march, in the field, or elsewhere; 9. Treacherously making known parole or watchword, or without good cause giving a parole or watchword different from that received; 10. Irregularly detaining or appropriating provisions or supplies, contrary to orders; 11. When a sentinel, sleeping or being drunk on post, or leaving a post before being regularly relieved. [A. D. Act, 6.]

Q. To what extent are the crimes which are detailed in the 6th section of the A. D. Act, and referred to in the preceding answer, punishable more severely on active service than at other times?

A. The offender is liable, *when on active service*, to suffer death; and *when not on active service*, if an officer, to be cashiered; and if a soldier, to suffer imprisonment. Any less punishment mentioned in the Act may be substituted in either case. [*id.*]

Q. To what punishment are persons who are subject to military law liable in respect of the following offences: viz., negligently occasioning false alarms in action, or on the march, or in the field, or elsewhere; making known the parole or watchword, or, without good cause, giving parole or watchword different from that received (treachery not being an element of the offence)?

A. If an officer, to be cashiered, or suffer such less punishment as is mentioned in the Act; and if a soldier, to suffer imprisonment, or such less punishment as is mentioned in the Act.

[*A. D. Act*, 6.

Q. What different degrees of culpability are involved in the offence of "*occasioning false alarms in action, on the march, in the field, or elsewhere,*" as the same is defined in subsections (8) and (12) of section 6 respectively?

A. In subsection (8) "intention" is an essential ingredient of the offence; in subsection (12) the offence described is the lesser one of "negligently" occasioning false alarms. [*A. D. Act*, 6, *Notes*.

Q. What different degrees of culpability are involved in the offence of "*making known the parole or watchword to any person not entitled to receive it, or without good and sufficient cause giving a parole or watchword different from that received,*" as the same is defined in subsections (9) and (13) of section 6 respectively?

A. In subsection (9) "treacherously" is the governing word, while in subsection (13) treachery is not an element of the offence. [*id.*

Q. The offence of "*without good and sufficient cause, giving a parole or watchword different from what he received,*" is in subsection (9) of section 6 made punishable on active service with death, and not on active service with cashiering in the case of an officer, and imprisonment in the case of a soldier. Subsection (13) rehearses the crime and its punishment in identical words, except that it makes no reference to punishment with death on active service. What appears to be the intention of the Act as to the use of these alternative subsections?

A. That the offence, when charged under subsection (9), if committed on active service, should not be punished with death, unless the offender appears to have acted treacherously. An offender should therefore not be charged on active service under subsection (9), unless treachery can be proved. [*id.*

### *Mutiny and Insubordination.*

Q. Name the offences which constitute **mutiny and sedition**.

A. 1. Causing or conspiring to cause mutiny and sedition in any of H.M. forces; 2. Endeavouring to seduce any person in H.M. forces from allegiance, or persuading such person to join in mutiny or sedition; 3. Joining in, or, if present, failing to use utmost endeavours to suppress any mutiny or sedition; 4. Coming to the knowledge of actual or intended mutiny and sedition, and failing to inform his C. officer of the same without delay. [*A. D. Act*, 7.

Q. With reference to the crime of mutiny, what forces are included in the expression *H.M. forces*?

A. The army, the reserve and auxiliary forces, and the navy. [A. D. Act, 7, Notes.

Q. What punishments are provided for mutiny and sedition?

A. Death, or such less punishment as is mentioned in the Act. [A. D. Act, 7.

Q. What punishment is attached to the crime of **striking or threatening superior officer**?

A. A person subject to military law who strikes, or uses or offers violence to his superior officer, "*being in the execution of his office*," is, on conviction by C.-martial, liable to suffer death. A person subject to military law who strikes, or uses or offers violence or threatening or insubordinate language to his superior officer, is liable, when on active service, to penal servitude, and when not on active service, if an officer, to be cashiered, and if a soldier, to be imprisoned; but any less punishment mentioned in the Act may be substituted for these punishments respectively. [id. 8.

Q. In what two ways is **disobedience to superior officer** defined and made punishable in the A. D. Act.

A. The crime of "disobeying, *in such manner as to show a wilful defiance of authority*, any lawful command given *personally* by his superior officer *in the execution of his office*," is punishable with death. The lesser crime of simply "disobeying any lawful command given by his superior officer" is punishable, when on active service, by penal servitude, and when not on active service, in the case of an officer, by cashiering, and in the case of a soldier, by imprisonment. But any less punishment mentioned in the Act may be substituted for these punishments respectively. [id., 9.

Q. Why do the definitions of disobedience to superior officer contained in *section 9 require special attention*?

A. Because no offences differ so much in degree as offences falling under the general description of insubordination, and the object of the section is to enable charges to be framed in such manner as to discriminate between different classes.

[A. D. Act, 9, Notes.

Q. To what extent may offences under the general head of insubordination differ in degree?

A. One may be of the most trivial description, while another may be of the most serious description, amounting, if two or more persons join in it, to absolute mutiny. [id.

Q. What are essential ingredients in the respective offences of disobedience defined in section 9?

A. The graver offence should show a *wilful defiance of authority*, and should be disobedience of a lawful command given *personally by a superior officer in the execution of his office*. Each of these particulars must be proved. The lesser offence consists of dis-

obedience to any lawful command of a superior officer, divested of the special conditions which mark out the greater offence.

[*A. D. Act, 9, Notes.*

*Q.* Would either or both of the offences of disobedience, defined in section 9, include disobedience to the lawful command of a superior officer *delivered through a third person* (who is a proper channel of communication), or in writing?

*A.* Only the lesser offence would. [*id.*

*Q.* For what cases of disobedience should the *graver charge* be reserved as a rule.

*A.* For grave cases of direct contumacious or mutinous conduct, or which require an example in the general interests of discipline. [*id.*

*Q.* Detail the four heads under which **insubordination** is classified in section 10 of the *A. D. Act*, and state the punishment the offender is liable to on conviction.

*A.* Every person subject to military law who, (1) being concerned in any fray, refuses to obey any officer (though of inferior rank) who orders him into arrest, or strikes, or uses or offers violence to such officer, or (2) strikes or uses or offers violence to any person, whether subject to military law or not, in whose custody he is placed, and who is not his superior officer; or (3) resists an escort whose duty it is to apprehend him, or to have him in charge; or, (4) being a soldier, breaks out of barracks, camp, or quarters, shall, on conviction by a C-martial, be liable, if an officer, to be cashiered, and if a soldier, to be imprisoned. Any less punishment mentioned in the Act may be substituted in either case. [*A. D. Act, 10.*

*Q.* To what punishment is a person, subject to military law, liable, on conviction by C-martial of **neglect to obey general, garrison, or other orders**?

*A.* If an officer, to be cashiered, and if a soldier, to suffer imprisonment; but any less punishment mentioned in the Act may be awarded instead of either of these punishments. [*id.*, 11.

### *Desertion, Fraudulent Enlistment, and Absence without Leave.*

*Q.* In what words, and under what heads, is the crime of **desertion** described in section 12 of the Act? State the punishment.

*A.* Every person subject to military law who (1) deserts, or attempts to desert, H.M. service; or (2) persuades, endeavours to persuade, procures or attempts to procure, any person subject to military law to desert from H.M. service, shall, on conviction by

C.-martial, (a) if he committed such offence when on, or under orders for, *active service*, be liable to suffer death; and (b) if he committed such offence under any *other circumstances*, be liable for the first offence to suffer imprisonment, and for the second, or any subsequent offence, to suffer penal servitude. But any punishment lower in the scale may be awarded, instead of any of these punishments.

[*A. D. Act*, 12.]

Q. Where an offender has fraudulently enlisted once or oftener, to what corps is he to be deemed to *belong for the purposes of trial* for the offence of deserting or attempting to desert?

A. To any one or more of the corps to which he has been appointed or transferred, as well as the corps to which he properly belongs.

[*id.*]

Q. Is it lawful to charge an offender with *any number of offences* against section 12 (relating to desertion) at the same time, and to give evidence of such offences against him, and if he be convicted thereof to punish him accordingly?

A. Yes.

[*id.*]

Q. What constitutes the *essence* of the crime of desertion?

A. The intention to leave H.M. service.

[*Explan. Mem.*]

Q. What special responsibility rests on the officer charging an offender with desertion, as well as on the court trying him?

A. The officer must be satisfied that he went away with the intention of leaving H.M. service; and if on any trial for desertion there is doubt on the point, the court should not convict the offender of desertion, but of absence without leave, and punish him according to the gravity of the offence.

[*id.*]

Q. With reference to the punishment of penal servitude which may be awarded for a second offence of desertion, is it necessary that the offender shall have previously been convicted for the first offence?

A. Yes. But if a man is tried by the same court successively for the two offences and convicted of both, the penal servitude may be awarded upon his conviction for the second offence, and, if both convictions are confirmed, would be valid? [*A. D. Act*, 12, *Notes*.]

Q. If a reserve man or militia man, at the time of his enlisting, is not subject to military law, and he is charged with an *offence relating to enlistment*, is the charge to be made under section 12?

A. No. He should be charged under section 33.

[*id.*]

Q. When a soldier quits his regiment and enlists in another, should he be charged with desertion under section 12, or with fraudulent enlistment under section 13? Give the reason.

A. As a rule, with fraudulent enlistment, under section 13, because the very act of enlisting in another regiment (except in an

exceptional case) shows that he did not intend to leave H.M. service. [*Explan. Mem.*]

*Q.* Give the definition of **fraudulent enlistment** contained in section 13 of the Act.

*A.* Any person subject to military law who, (1) when belonging to the regular or reserve forces or militia, without having first obtained discharge therefrom, or otherwise fulfilled the conditions enabling him to enlist, enlists in H.M. regular forces, or, (2) when belonging to the regular forces, without having fulfilled the conditions enabling him to enlist, enrol, or enter, enlists in the militia, or enrolls himself or enlists in any of the reserve forces, or enters the navy, shall be deemed guilty of fraudulent enlistment. [*A. D. Act*, 13.]

*Q.* To what *punishment* is a person liable on conviction of fraudulent enlistment by a C.-martial?

*A.* For the first offence, imprisonment, and for the second or any subsequent offence, penal servitude; but any less punishment mentioned in the Act may be substituted in either case. [*id.*]

*Q.* When an offender has fraudulently enlisted several times, to what corps may he be deemed to belong for the purposes of section 13?

*A.* To any one or more of the corps to which he has been appointed or transferred, as well as to the corps to which he properly belongs. [*id.*]

*Q.* May an offender be charged with more than one instance of fraudulent enlistment at the same time?

*A.* Yes. It is lawful to charge him with any number of instances, and to bring evidence of such offences against him, and if he be convicted thereof, to punish him accordingly. [*id.*]

*Q.* Does the expression "fraudulent enlistment" apply to every case of fraudulent entry or re-entry into the service?

*A.* No; only to such as are made punishable under section 13. Any other must be referred to as an offence in relation to enlistment under section 32 or 33. [*Explan. Mem.*]

*Q.* How does section 14 of the A. D. Act describe and make punishable the offence of **connivance at desertion**?

*A.* Every person subject to military law who (1) assists any person subject to military law to desert H.M. service, or, (2) being cognisant of any desertion or intended desertion of a person subject to military law, does not forthwith give notice to his C. officer, or take any steps in his power to cause the offender to be apprehended, shall, on conviction by C.-martial, be liable to suffer imprisonment, or such less punishment as is mentioned in the Act. [*A. D. Act*, 14.]

*Q.* Detail the offences under the head of **absence without leave**,



described in the 15th section of the A. D. Act. What is the punishment?

*A. Any person subject to military law* who (1) absents himself without leave, or (2) fails to appear at the place of parade or rendezvous appointed by his C. officer, or goes from thence before he is relieved, or quits the ranks without urgent necessity; or *any soldier* who, (3) when in camp or garrison or elsewhere, is found beyond any limits fixed, or in any place prohibited by any general garrison or other order, without a pass or written leave from his C. officer, or (4) without leave from his C. officer, or without due cause absents himself from any school when ordered to attend, shall, on conviction by C.-martial, be liable, if an officer, to be cashiered, and if a soldier, to suffer imprisonment. Any less punishment mentioned in the Act may be substituted for these punishments respectively. [A. D. Act, 15.]

### *Disgraceful Conduct.*

*Q.* What punishment is made peremptory by the 16th section of the A. D. Act in the case of an officer convicted of **behaving in a scandalous manner, unbecoming the character of an officer and a gentleman?**

*A.* Cashiering. [A. D. Act, 16.]

*Q.* How is the crime of **stealing or embezzlement** defined and made punishable in the 17th section of the Act?

*A.* Every person subject to military law who, being charged with or concerned in the care or distribution of any public or regimental money or goods, steals, fraudulently misapplies, or embezzles the same, or is concerned in or connives at the stealing, &c., thereof, or wilfully damages any such goods, shall, on conviction by C.-martial, be liable to suffer penal servitude, or such less punishment as is mentioned in the Act. [*id.*, 17]

*Q.* Does section 17, on stealing and embezzlement, apply to *persons in the war department who are not subject to military law?*

*A.* No. Such persons are left to be dealt with by the civil law. [A. D. Act, 17, *Notes.*]

*Q.* Name some of the **offences of soldiers** classed as disgraceful conduct in the 18th section of the Act.

*A.* Malingering, feigning or producing disease; wilful maiming or injury, with intent to become, or to cause another soldier to become, unfit for service; wilful misconduct or disobedience in hospital, producing or aggravating disease or delaying cure; stealing or embezzling money or goods, the property of a comrade, or an officer, or any regimental mess, band, or institution, or any public money or goods; any fraudulent offence not specified in the

Act, or any disgraceful conduct of a cruel, indecent, or unnatural kind. [A. D. Act, 18.]

Q. What punishment is provided for the offences detailed under disgraceful conduct of soldiers in the 18th section of the Act?

A. Imprisonment, or any less punishment mentioned in the Act. [id.]

### *Drunkenness.*

Q. What is the law, as laid down in the 19th section of the A. D. Act, on the subject of drunkenness?

A. Every person subject to military law who commits the offence of drunkenness, whether on duty or not on duty, shall, on conviction by C.-martial, be liable, *if an officer*, to be cashiered, or to suffer such less punishment as is mentioned in the Act; and *if a soldier*, to suffer imprisonment, or such less punishment as is mentioned in the Act, and, either in addition to or in substitution for any other punishment, to pay a fine not exceeding one pound. [A. D. Act, 19.]

Q. In what respect is the law relating to drunkenness in section 19 modified, in its effect on private soldiers, by section 46?

A. Section 46 declares that the C. officer shall deal summarily with the case of a soldier drunk when neither on duty nor warned for duty, unless he "has been guilty of drunkenness on not less than four occasions in the preceding 12 months." [A. D. Act, 19, Notes.]

Q. On the trial of a private soldier for drunkenness, what special facts must be proved in addition to the fact of the drunkenness?

A. (1) That it was a case of drunkenness on duty, or after being warned for duty; or (2) that the prisoner had been guilty of drunkenness (as shown by the defaulters' book) on not less than four occasions in the preceding 12 months; or (3) that the prisoner has appealed against the summary award of his C. officer. [id.]

Q. Must all cases of drunkenness not on duty, which are liable to be sent for trial, be submitted to a C.-martial?

A. No. The discretion of the C. officer is unfettered, and he must judge whether he has not sufficient power to punish the offence summarily, without resorting to a C.-martial. [id.]

### *Offences in Relation to Prisoners.*

Q. What does the 20th section of the A. D. Act contain as to the offence of **permitting the escape** of a prisoner?

A. Every person subject to military law who (1) releases, without proper authority, when in command of a guard, picket, patrol, or post, any prisoner committed to his charge, or (2) allows to escape any prisoner committed to his charge, or whom it is his

duty to keep or guard, shall, on conviction by C.-martial, be liable, *if he has acted wilfully*, to suffer penal servitude, or, *if he has acted negligently*, to suffer imprisonment, or, in either case, such less punishment as is mentioned in the Act. [A. D. Act, 20.]

Q. What offences of **irregular imprisonment** are dealt with in section 21 of the A. D. Act? State the punishment.

A. Every person subject to military law who (1) unnecessarily detains a prisoner in arrest or confinement without trial, or fails to bring his case before the proper authority for investigation, or, (2) being in command of a guard, does not, within twenty-four hours after a prisoner is committed to his charge, or as soon as he is relieved from his guard or duty, report in writing the prisoner's name and crime, and the name and rank of the person committing him, shall, on conviction by C.-martial, be liable, if an *officer*, to be cashiered, and if a *soldier*, to suffer imprisonment, or (in either case) to such less punishment as is mentioned in the Act. [*id.*, 21.]

Q. In what terms is **escape from confinement** dealt with in section 22 of the A. D. Act?

A. Every person subject to military law who, being in arrest or confinement, or in prison, or otherwise in lawful custody, escapes or attempts to escape, shall, on conviction by C.-martial, be liable, if an *officer*, to be cashiered, and if a *soldier*, to suffer imprisonment, or, in either case, to suffer such less punishment as is mentioned in the Act. [*id.*, 22.]

### *Offences in Relation to Property.*

Q. How are **corrupt dealings in respect of supplies** to the forces defined as offences, and made punishable by section 23 of the A. D. Act?

A. Every person subject to military law who, (1) being in command of any garrison, fort, or barrack, connives at the exaction of exorbitant prices for houses or stalls let to sutlers; or (2) lays any duty upon, or takes any fee or advantage in respect of, or is in any way interested in the sale of provisions, &c., in places under his command, shall, on conviction by C.-martial, be liable to suffer imprisonment, or such less punishment as is mentioned in the Act. [A. D. Act, 23.]

Q. In what terms does the 24th section of the A. D. Act make punishable any **deficiency in and injury to equipment**?

A. Every soldier who (1) pawns, sells, loses by neglect, makes away with, or wilfully spoils his arms, ammunition, equipments, instruments, clothing, or necessaries; or (2) pawns, sells, makes away with, or wilfully defaces any military decoration granted him; or

(3) ill-treats or unlawfully sells or makes away with, any horse of which he has charge, shall, on conviction by C.-martial, be liable to suffer imprisonment, or such less punishment as is mentioned in the Act. [A. D. Act, 24.]

*Offences in Relation to False Documents and Statements.*

**Q.** Name some of the offences of **falsifying official documents and of false declaration** defined in the 25th section of the A. D. Act. What is the punishment?

**A.** Every person subject to military law who (1) in any document made or signed by him, or of which it is his duty to ascertain the accuracy, knowingly makes, or is privy to the making of any false or fraudulent statement, or of any omission with intent to defraud; or (2) knowingly, and with intent to defraud or injure any person, suppresses or makes away with documents which it is his duty to preserve; or (3) knowingly makes a false declaration, shall, on conviction by C.-martial, or otherwise under the Act, be liable to imprisonment, or any less punishment mentioned in the Act. [A. D. Act, 25.]

**Q.** Give the definition of the offences of **neglect to report and signing in blank**, and the punishment of the same provided by section 26 of the A. D. Act.

**A.** Every person subject to military law who, (1) when signing any document relating to pay, arms, ammunition, equipments, clothing, necessaries, provisions, furniture, bedding, blankets, sheets, utensils, forage, or stores, leaves in blank any material point for which his signature is a voucher; or (2) refuses, or culpably neglects to make or send, any report or return required by his duty, shall, on conviction by C.-martial or otherwise, be liable, if an *officer*, to be cashiered, and if a *soldier*, to suffer imprisonment, or (in either case) to any less punishment named in the Act. [*id.*, 26.]

**Q.** Define some offences under the head of **false accusation or false statement**, and state how the same are made punishable by section 27 of the A. D. Act.

**A.** An *officer* or *soldier* (1) making an accusation, which he knows to be false, against another officer or soldier; or (2), while complaining of any wrong, knowingly making any false statement affecting the character of an officer or soldier, or knowingly and wilfully suppressing material facts; or a *soldier* (3) falsely stating to his C. officer that he has been guilty of desertion or of fraudulent enlistment, or has served in and been discharged from any of H.M. forces; or (4) making a wilfully false statement to any officer or justice, in respect of the prolongation of furlough, shall, on conviction by C.-martial, be liable to imprisonment, or any less punishment mentioned in the Act. [*id.*, 27.]

*Q.* May the offence of making a wilfully *false statement as to a furlough*, which is punishable by the 27th section, be held to include a pass?

*A.* Yes.

[*A. D. Act, 27, Notes.*]

### *Offences in Relation to Courts-Martial.*

*Q.* Name the offences in relation to C.-martial described in the 28th section of the A. D. Act, and the punishment to which they are liable.

*A.* Every person subject to military law who (1) fails to attend as a witness when summoned or ordered to do so; or (2) refuses to take any oath or to make any solemn declaration legally required; or (3) refuses to produce any document legally required; or (4) refuses to answer any question to which the court can legally require answer; or (5) is guilty of contempt by using insulting or threatening language, or by causing any interruption or disturbance, shall, on conviction by C.-martial, be liable, if an *officer*, to be cashiered, and if a *soldier*, to be imprisoned, or (in either case) to suffer any less punishment named in the Act.

[*A. D. Act, 28.*]

*Q.* May any of the offences in relation to C.-martial named in the 28th section *be tried by the court in relation to or before whom the offence was committed?*

*A.* Only where a person subject to military law, being present either as a witness or bystander, or in any capacity other than as a prisoner, uses threatening or insulting language, or interrupts or disturbs the proceedings. In such case the court, if they think it expedient, instead of the offender being tried by another C.-martial, may, by order under the hand of the president, commit such offender to prison, with or without hard labour, for a period not exceeding 21 days.

[*id.*]

*Q.* What is the law relating to *perjury or false declaration*, as laid down in section 29 of the A. D. Act?

*A.* Every person subject to military law who, when examined on oath or solemn declaration, before a C.-martial or any court or officer authorised to administer an oath, wilfully gives false evidence, shall be liable, on conviction by C.-martial, to imprisonment or any less punishment named in the Act.

[*id.*, 29.]

### *Offences in Relation to Billeting.*

*Q.* State shortly some of the offences in relation to billeting, which are enumerated in the 30th section of the A. D. Act. What punishment do they incur?

A. 1. Ill-treating landlords and creating disturbances in billets; 2. (A C.-officer) refusing or neglecting to compensate occupiers of houses for ill-treatment by officers and soldiers; 3. Nonpayment of just demands, or failure to transmit account of the same; 4. Wilfully demanding billets which are not required; 5. Receiving money for relieving any person from liability to provide billets; 6. Compelling or inducing the civil officer to do anything contrary to his duty in regard to billets; 7. Compelling any person to provide billets who is not required so to do by law. An offender under this section is, on conviction by C.-martial, liable, if an *officer*, to be cashiered, and if a *soldier*, to suffer imprisonment. Any less punishment mentioned in the Act may be awarded in either case. [A. D. Act, 30.]

### *Offences in Relation to Impressment of Carriages.*

Q. State shortly some of the offences in relation to the impressment of carriages, which are enumerated in section 31 of the A. D. Act, and the punishment therein provided.

A. 1. Wilfully demanding carriages, &c., not actually required; 2. Non-compliance with the Act in regard to payment for and weighing the loads; 3. Constraining carriages to travel beyond the proper distance, or with overweight, against the owner's consent; 4. Failing to discharge impressed carriages as soon as practicable; 5. Loading with unauthorised baggage or stores, or, except in emergent cases, requiring carriages to carry soldiers (other than the sick) or other persons; 6. Ill treating persons in charge; 7. Compelling or inducing a constable to do anything contrary to his duty in relation to impressment; 8. Forcing any carriage, &c., from the owner. An offender under this section, on conviction by a C.-martial, is liable, if an *officer*, to be cashiered, and if a *soldier*, to be imprisoned. Any less punishment mentioned in the Act may be awarded in either case. [A. D. Act, 31.]

### *Offences in Relation to Enlistment.*

Q. What does the 32nd section of the A.D. Act provide with reference to the enlistment of a **soldier or sailor discharged with ignominy or disgrace**?

A. That every person having become subject to military law, who is discovered to have committed the following offence: that is to say, having been discharged with ignominy, or as incorrigible and worthless, from the regular forces, or from any portion of the auxiliary forces when subject to military law, or from the reserve forces, or having been dismissed with disgrace from the navy, has

afterwards enlisted in the regular forces without declaring the circumstances of his discharge, shall, on conviction by C.-martial, be liable to penal servitude, or such less punishment as is mentioned in the Act. [A. D. Act, 32.]

*Q.* Does the 31st section apply to the enlistment of persons who have been previously convicted of felony by a civil court?

*A.* No; only to that of persons who have been discharged with ignominy by a C.-martial, or as incorrigible and worthless by order of the C.-in-chief, or other proper authority, or dismissed with disgrace from the navy. [A. D. Act, 32, Notes.]

*Q.* What is the law relating to **false answers or declarations on enlistment**, contained in the 33rd section of the A. D. Act?

*A.* Every person having become subject to military law who is discovered (1) to have made a wilfully false statement to a justice in answer to any authorised question on attestation; or (2) to have made a wilfully false answer to any question set forth in the attestation paper put to him by such justice, shall, on conviction by C.-martial, be liable to imprisonment, or any less punishment mentioned in the Act. [A. D. Act, 33.]

*Q.* What **general offences in relation to enlistment** are dealt with in the 34th section of the A. D. Act? What punishment may be awarded?

*A.* Every person subject to military law who (1) enlists any man whom he knows, or has reasonable cause to believe, to belong to H.M. forces, and whom he is not authorised for the time being to enlist, or any man whom he knows, or has reasonable cause to believe, to have been discharged with ignominy or as incorrigible and worthless, or to have been dismissed with disgrace from the navy; or (2) wilfully contravenes any law or regulation relating to enlistment and attestation, shall, on conviction by C.-martial, be liable to imprisonment, or any less punishment mentioned in the Act. [*id.*, 34.]

### *Miscellaneous Military Offences.*

*Q.* What miscellaneous military offences are **defined by the 35th, 36th, 37th, and 38th sections** of the A. D. Act respectively? How are they made punishable?

*A.* *Section 35*—traitorous words regarding the sovereign; *section 36*—making disclosures of numbers, positions, or other matters, calculated to produce injurious effects on H.M. service; *section 37*—an officer or N.-C. officer striking or ill treating a soldier or unlawfully detaining his pay; *section 38*—duelling, or attempting to commit suicide. The punishment for any of these offences is, in the case of an *officer*, cashiering, and in that of a N.-C. officer or

soldier, imprisonment, or (in either case) such less punishment as is mentioned in the Act. [A. D. Act, 35-38.]

**Q.** How is refusal to deliver to the civil power officers and soldiers accused of civil offences dealt with in section 39 of the A. D. Act?

**A.** Every person subject to military law who, on application being made to him, neglects or refuses to deliver over to the civil magistrate, or to assist in the apprehension of any officer or soldier accused of an offence punishable by a civil court, shall, on conviction by C.-martial, be liable, if an *officer*, to be cashiered, and if a *soldier*, to imprisonment, or (in either case) to suffer any less punishment mentioned in the Act. [*id.*, 39.]

**Q.** When the civil magistrate has no jurisdiction to try an officer or soldier for an offence, except upon the request of the military authorities, has he jurisdiction to demand the delivery of such officer or soldier?

**A.** No; in such a case a C. officer would not be liable to prosecution for refusing delivery. [A. D. Act, 39, Notes.]

**Q.** What must be proved in any prosecution for refusal to deliver an offender to the civil power on application?

**A.** That the application for delivery was legally made. [*id.*]

**Q.** In what manner, and subject to what proviso, is any act, conduct, disorder, or neglect, to the prejudice of good order and military discipline, made punishable by the 40th section of the A. D. Act?

**A.** On conviction by C.-martial an *officer* is liable to be cashiered, and a *soldier* to be imprisoned (or any less punishment mentioned in the Act may be awarded in either case), *provided* that no person shall be charged under the section in respect of any offence for which special provision is made in any other part of the Act. [A. D. Act, 40.]

**Q.** Does the proviso in section 40, which prohibits a charge for conduct to the prejudice of good order, &c., whenever the offence charged is a specific crime under any other part of the Act, *prevent a man being so charged merely because the offence amounts to a civil offence* within the meaning of section 41.

**A.** No. [A. D. Act, 40, Notes.]

**Q.** If, in charging a man with any conduct to the prejudice of good order and military discipline, *any doubt arises whether the offence is or is not a specific crime* under another part of the Act, what course may be followed?

**A.** The offence may be charged as such specific crime, and also as conduct to the prejudice, &c.; but it would be the duty of the court to acquit the prisoner of one of the charges. [*id.*]



*Offences Punishable by Ordinary Law.*

*Q.* Subject to what regulations are civil offences committed by persons subject to military law triable and punishable, under section 41 of the A. D. Act, in certain cases?

*A.* To such regulations for the purpose of preventing interference with the jurisdiction of the civil courts, as are mentioned in the Act. [A. D. Act, 41.]

*Q.* Name the offences punishable by ordinary law, which, if charged under section 41, may be tried by C.-martial in certain cases. What maximum punishments may be awarded?

*A.* For (1) *treason*, or (2) *murder*, death may be awarded; for (3) *manslaughter* or *treason-felony*, or (4) *rape*, penal servitude. For (5) any *other offence* not specified in the Act, which, when committed in England is punishable by the law of England, the offender is liable either to suffer such punishment as might be awarded under the Act for conduct to the prejudice of good order and military discipline, or to suffer any punishment assigned for such offence by the law of England. [*id.*]

*Q.* In conferring on C.-martial jurisdiction to try civil offences committed by persons subject to military law, what important proviso is made by section 41 of the Act?

*A.* (a) A person subject to military law is not triable by C.-martial for treason, murder, manslaughter, treason-felony, or rape, committed in the United Kingdom, or in any place within H. M. dominions, other than Gibraltar, unless such person, at the time he committed the offence, was on active service, or such place is more than 100 miles, in a straight line, from any city or town in which the offender can be tried by a civil court. (b) A person subject to military law, when in H. M. dominions, may be tried by any competent civil court for any offence for which he would be triable if he were not subject to military law. [*id.*]

*Redress of Wrongs.*

*Q.* If an officer think himself wronged by his C. officer, and on due application made to him does not receive redress, what course is open to him under the 42nd section of the A. D. Act.

*A.* He may complain to the C.-in-chief, who will inquire into the matter, and report thereupon through a secretary of state to Her Majesty. [A. D. Act, 42.]

*Q.* What mode of complaint is provided by the 43rd section, for a soldier who thinks himself wronged in any matter?

*A.* If wronged by an officer or soldier, he may complain to his captain; and if wronged by his captain, in respect either of his

complaint not being redressed, or of any other matter, he may complain thereof to his C. officer; and if wronged by his C. officer, in respect either of his complaint not being redressed or of any other matter, he may complain to the general or other officer commanding the district or station. [A. D. Act, 43.]

*Q.* What obligation is imposed by the Act on every officer to whom a complaint is made, in pursuance of its provisions?

*A.* He is to cause the complaint to be inquired into, and if on inquiry he is satisfied of its justice, he is to take such steps as may be necessary for giving full redress to the complainant in the matter complained of. [*id.*]

### *Punishments.*

*Q.* Give the scale of punishments, under section 44 of the A. D. Act, which is applicable in the case of officers convicted of offences by C.-martial.

*A.* (a) Death; (b) penal servitude for a term not less than five years; (c) imprisonment, with or without hard labour, for a term not exceeding two years; (d) cashiering; (e) dismissal from H.M. service; (f) forfeiture in the prescribed manner of seniority of rank, either in the army or in the corps to which the offender belongs, or in both; (g) reprimand or severe reprimand.

[A. D. Act, 44.]

*Q.* Give the scale of punishments, under section 44 of the A. D. Act, which is applicable in the case of soldiers convicted of offences by C.-martial.

*A.* (h) Death, or corporal punishment; (j) penal servitude for a term not less than five years; (k) imprisonment, with or without hard labour, for a term not exceeding two years; (l) discharge with ignominy from H.M. service; (m) dismissal, if a volunteer, from H.M. service; (n) reduction, in the case of a N.-C. officer, to a lower grade, or to the rank of a private soldier; (o) forfeitures, fines, and stoppages. [*id.*]

*Q.* Where in respect of any offence under the Act there is specified a particular punishment, "or such less punishment" as is mentioned in the Act, what is meant exactly?

*A.* That there may be awarded in respect of that offence, instead of such particular punishment (but subject to the other regulations of the Act as to punishments, and regard being had to the nature and degree of the offence) any one punishment lower in the scale than the particular punishment. [*id.*]

*Q.* In awarding any particular punishment named in the Act as a maximum, and not as a peremptory punishment, what considerations should guide the court?

*A.* That a maximum punishment is only intended to be imposed

when the offence committed is the worst of its class, and is committed by a habitual offender, or is committed under circumstances which require an example to be made. [*Explan. Mem.*]

Q. What sentence must precede a sentence to **penal servitude or imprisonment in the case of an officer**?

A. The officer must be sentenced to be cashiered. [*A. D. Act, 44.*]

Q. What further sentence may be added when an officer is sentenced to **forfeiture of seniority** of rank?

A. Sentence of reprimand or severe reprimand. [*id.*]

Q. What further sentence may be added in the case of a **soldier sentenced to penal servitude, or imprisonment, or corporal punishment**?

A. To be discharged with ignominy. [*id.*]

Q. What is the maximum number of lashes in a sentence of **corporal punishment**?

A. Twenty-five. [*id.*]

Q. May corporal punishment be awarded to a *N.-C. officer*, or to a reduced *N.-C. officer* for any offence committed while holding the rank of *N.-C. officer*?

A. No. [*id.*]

Q. In what cases only may corporal punishment be inflicted on *soldiers*?

A. While on active service, for offences punishable with death under the Act. [*id.*]

Q. What *special power of commutation* of a sentence of corporal punishment is conferred by section 44?

A. The authority having power under the Act to commute or mitigate any punishment may, without prejudice to any other power of commutation or mitigation conferred on him by the Act, commute a sentence of corporal punishment into imprisonment, with or without hard labour, for a period not exceeding 42 days. [*id.*]

Q. Section 44 places corporal punishment on an equality with death, but for the general purpose of commutation section 56 places it on an equality with imprisonment. What effect has the latter provision in regard to the *commutation of a sentence of death* or *penal servitude on active service*?

A. It may be commuted to corporal punishment.

[*A. D. Act, 44, Notes.*]

Q. What **forfeitures** may be awarded by a *C.-martial*?

A. In addition to or without any other punishment in respect of any offence, an offender may be subjected to forfeiture of deferred pay, service toward pension, decoration or reward, in such manner as may be provided by royal warrant; but shall not, save as may be provided by royal warrant, be liable to any forfeiture under the

Regimental Debts Act, or any Act relating to savings banks, or any regulations in pursuance thereof. [A. D. Act, 44.]

Q. To what **deductions from ordinary pay** may a soldier be sentenced by C.-martial?

A. In addition to or without other punishment, an offender may be sentenced to any deduction authorised by the Act (A. D. Act, 44). This refers to the penal stoppages for loss, damage, destruction, &c., authorised by sections 133 and 134.

[A. D. Act, 44, Notes.]

Q. What must be *proved in evidence* where such deduction of pay is awarded?

A. The expenses, loss, damage, or destruction, for which the deduction is to be made. [id.]

Q. Under what circumstances may a deduction of pay be awarded by a C.-martial, on account of *compensation for a free kit* fraudulently obtained?

A. A charge of fraudulently obtaining a free kit cannot by itself be maintained, but in the case of a charge for fraudulent enlistment the court may sentence to deduction of pay for a free kit obtained by reason of such fraudulent enlistment, if the receipt of the free kit be proved in evidence. [id.]

Q. Is a **female camp follower** liable to be sentenced by C.-martial to corporal punishment?

A. No.

[A. D. Act, 44.]

Q. In what manner are sentences of **corporal punishment to be inflicted**?

A. As directed by rules to be issued by a secretary of state. [id.]

### *Arrest and Trial.*

Q. What **persons are liable** to be taken into military custody under section 45 of the A. D. Act?

A. Persons subject to military law when charged with offences punishable under the Act. [A. D. Act, 45.]

Q. What safeguard against the unnecessary prolongation of **military custody** is provided by the Act?

A. When an officer or soldier, not on active service, remains in military custody for more than eight days without trial, a special report (to be renewed every eight days) of the necessity for further delay must be made by his C. officer. [id.]

Q. Give the *definition* of "**military custody**" contained in section 45 of the Act.

A. It means, according to the usages of the service, the putting of the *person charged with an offence* under arrest, or putting him in confinement. As here defined it does not apply to persons in military custody undergoing sentence. [id.; also Notes to same.]

*Q. What power of ordering officers and soldiers into military custody is conferred by the Act on officers and N.-C. officers respectively?*

*A.* An officer may order into military custody an officer of inferior rank or any soldier, and any N.-C. officer may order any soldier into military custody, and an officer may order into military custody any officer (though he be of higher rank) engaged in a quarrel, fray, or disorder. Any such order is to be obeyed, although the person giving the order, and the person in respect of whom it is given, do not belong to the same corps, arm, or branch of the service. [*A. D. Act, 45.*]

*Q. May an officer or N.-C. officer commanding a guard, or a provost-marshal, refuse to receive any person who is committed to his custody?*

*A.* Not if he is committed by an officer or N.-C. officer. [*id.*]

*Q. To whom or when is the officer or N.-C. officer committing a prisoner to hand a written account of the offence? Whose signature must it bear?*

*A.* It is to be delivered to the officer, N.-C. officer, or provost-marshal receiving the prisoner at the time of committal, or within 48 hours thereafter. It must be signed by the officer or N.-C. officer committing the prisoner. [*id.*]

*Q. How soon must every charge against a prisoner committed to military custody be investigated?*

*A.* It must be investigated without unnecessary delay by the proper military authority, and, as soon as may be, proceedings are to be taken for punishing the offence, or the prisoner is to be released. [*id.*]

*Q. Does the expression "the proper military authority," used in reference to the investigation of charges, necessarily refer to the C. officer?*

*A.* No; it may or may not. [*A. D. Act, 45, Notes.*]

*Q. What military tribunals are constituted by the A. D. Act?*

*A.* The commanding officer's court of summary jurisdiction and courts-martial. [*Explan. Mem.*]

*Q. Is any limitation imposed by the Act on the power of the different tribunals to try particular offences?*

*A.* No. Any military tribunal has power to try every military offence; but it is not the intention of the Act that serious offences should in practice be summarily dealt with by the C. officer or tried by an inferior C.-martial. A higher or lower description of C.-martial should therefore be convened, according to the nature and degree of the offence. [*id.*]

*Q. In what respects only are the powers of C.-martial limited?*

*A.* A limitation is imposed on the punishments which the lower

descriptions of C.-martial can inflict, and an officer can only be tried by a general or field-general C.-martial. [*A. D. Act, 45, Notes.*]

### *Power of Commanding Officer.*

*Q.* What **discretion** does the 45th section of the Act confer on the C. officer, upon an investigation being had of any offence committed by a person under his command?

*A.* He may dismiss the charge, or take steps to have it tried by C.-martial, or deal with it summarily. [*A. D. Act, 46.*]

*Q.* Is a C. officer compelled by the Act to send any offence before a C.-martial?

*A.* No; but he must observe the instructions of his superior officer as to the offences which he is at liberty to dispose of summarily or by regimental C.-martial, without reference to a superior authority. [*A. D. Act, 46, Notes.*]

*Q.* When a C. officer deals with a case **summarily**, what punishments can he inflict?

*A.* He may (a) award to the offender imprisonment, with or without hard labour, for any period not exceeding seven days; and, (b) for drunkenness, order the offender to pay a fine, not exceeding 10s., either in addition to or without imprisonment with or without hard labour; and, (c) in addition to or without other punishment, order the offender to suffer any deduction from his ordinary pay, authorised by the Act to be made by the C. officer. [*id.*]

*Q.* When the charge is against a soldier for **drunkenness not on duty**, how is the C. officer to deal with it?

*A.* Summarily, unless the soldier was guilty of the drunkenness after being warned for duty, or unless he has been guilty of drunkenness on not less than four occasions in the preceding 12 months. [*id.*]

*Q.* In the case of **absence without leave**, what special power of imprisonment is conferred by the Act on the C. officer? To what limitation is such special power subject?

*A.* Imprisonment, with or without hard labour, for any period not exceeding 21 days, provided that the C. officer shall have regard to the number of days during which the offender has been absent, and in no case may the term of imprisonment, if exceeding seven days, exceed the term of absence. [*id.*]

*Q.* Give the *maximum terms of imprisonment* which may be awarded by a C. officer for offences of absence without leave, extending to three, eight, and eighteen days respectively.

*A.* For *three days'* absence, imprisonment for any number of days from one to seven; for *eight days*, from one to eight; for *eighteen days*, from one to eighteen. [*id.*]

**Q.** In reckoning a period of absence without leave in excess of seven days, should any *part of a day* be reckoned as a day of absence?

**A.** Only if the absence on that particular day, reckoning from midnight to midnight, amounted to six hours or upwards.

[*A. D. Act, 46, Notes.*]

**Q.** What is the rule as to **evidence on oath** being taken in certain cases by the C. officer?

**A.** In every case in which the power of summary award exceeds seven days imprisonment, the accused can demand that the evidence against him shall be taken on oath, and the same oath is to be administered as is required by a C.-martial. [*A. D. Act, 46.*]

**Q.** To what penal stoppages does the power of making any authorised deduction from ordinary pay, which is conferred on the C. officer by section 46, (e), refer?

**A.** To those specified in section 134 (4) (5) (6)—viz., for loss, damage, &c., or for a stopped liquor ration, or for a fine awarded by a civil or military tribunal. [*A. D. Act, 46, Notes.*]

**Q.** Is the C. officer's power to deduct pay for absence without leave, given by section 46? If not, on what section or other authority does it rest?

**A.** It is not given specifically to the C. officer by the Act at all. The power to deduct from ordinary pay for absence is given by section 134 (1), but not to any particular authority. The royal warrant, however, allows a C. officer, when the absence does not exceed five days, to order or not, at his option, the offender to suffer the deduction under 134 (1). If the absence exceeds five days, the deduction is prescribed absolutely by the royal warrant, and there will be no order by the C. officer. [*id.*]

**Q.** Is an offender liable to be tried by a C.-martial **for any offence for which he has been punished** summarily by his C. officer, or to be punished by his C. officer for any offence for which he has been acquitted or convicted by a civil or military court?

**A.** No.

[*A. D. Act, 46.*]

**Q.** In what cases has a soldier a right to request to be tried by a district C.-martial, **instead of submitting to his C. officer's summary award**?

**A.** When ordered by such C. officer to suffer imprisonment, or to pay a fine, or to suffer any deduction from his ordinary pay. [*id.*]

**Q.** Under what circumstances may a soldier who appeals against his C. officer's award, be tried by a regimental C. martial?

**A.** When he does not insist on his right to be tried by a district C.-martial.

[*A. D. Act, 46, Notes.*]

**Q.** When a soldier, summarily dealt with by his C. officer for absence without leave, is ordered to suffer any deduction from his

ordinary pay, has he in all cases a right of appeal? If not, state the exceptions, and the reasons for them.

A. Where the absence exceeds five days there is no right of appeal, because the deduction authorised by sect. 134 (1) is made peremptory by the royal warrant, and the C. officer's order is not required. In an absence of less than five days there is right of appeal, because the deduction depends on the C. officer's order.

[*A. D. Act, 46, Notes.*]

Q. To what extent does section 46 recognise the C. officer's power to award **minor punishments** other than those which it specially authorises?

A. It declares that nothing it contains shall prejudice the power of a C. officer to award such minor punishments as he is for the time being authorised to award, so, however, that a minor punishment shall not be awarded for any offence for which imprisonment exceeding seven days is awarded.

[*A. D. Act, 46.*]

Q. With respect to the application of section 46 to a N.-C. officer, what limitations and exceptions must be observed?

A. (1) In consequence of the provisions of section 175, (1) the obligation to deal summarily with a charge of drunkenness against a soldier does not apply to a N.-C. officer. (2) A N.-C. officer cannot be reduced, but may be reprimanded by his C. officer. Under the definition of section 181 this is extended to an acting N.-C. officer, whether paid or not. (3) As a N.-C. officer must be reduced before he can be imprisoned (section 175, 4), it follows that he cannot be imprisoned by the award of his C. officer.

[*A. D. Act, 46, Notes.*]

### *Courts-Martial.*

Q. Name the persons by whom, and the purpose for which **regimental courts-martial** may be convened. Is any warrant necessary?

A. Any officer authorised to convene general or district C.-martial, and any C. officer not below rank of captain, or on board a ship (not in commission) any C. officer of any rank, may, without warrant and by virtue of the Act, convene a regimental C.-martial for the trial of offences committed by soldiers under his command.

[*A. D. Act, 47.*]

Q. Of how many officers is a regimental C.-martial to consist?

A. Of not less than five officers: provided that if, in the opinion of the C.-officer (to be expressed in the convening order, and to be conclusive), five officers are not, having due regard to the public service, available, the court shall consist of three officers.

[*id.*]

Q. By whom is the *president* of a regimental C.-martial to be appointed?



A. By the C. officer.

[A. D. Act, 47.

Q. What does the Act require as to the rank of the president of a regimental C.-martial?

A. He is not to be under the rank of captain, unless where the C.-martial is held on the line of march, or on board a ship not in commission, or unless, in the opinion of the convening officer (to be expressed in the convening order and to be conclusive), a captain is not, with due regard to the public service, available; in any of which cases an officer of any rank may be president. [id.

Q. Is it necessary that the officers serving on a regimental C.-martial should *belong to the same or to any particular corps*?

A. No.

[A. D. Act, 47, Notes.

Q. May an offender be tried by a regimental C.-martial on which no officer of his own corps is serving?

A. Yes.

[id.

Q. Might a *general officer assemble a regimental C.-martial*, composed of officers from one or more corps, to try a soldier not belonging to any corps in the command?

A. Yes, provided the offender is under the general officer's command (as, for instance, a staff-clerk), and the general officer holds a warrant to convene a general or district C.-martial. [id.

Q. What are the *powers* of a regimental C.-martial, as defined in the 47th section?

A. It cannot try an officer, nor award death or penal servitude, or imprisonment in excess of 42 days, or discharge with ignominy; but, subject to these restrictions, and save as elsewhere in the Act specially mentioned, any offence committed by a person subject to military law, and triable by C.-martial, may be tried and punished by a regimental C.-martial. [id., 47.

Q. By whom are *general and district C.-martial* to be convened?

A. *General* by Her Majesty, or some person deriving authority for the purpose from Her Majesty; *district* by an officer authorised to convene general C.-martial, or some officer deriving authority for the purpose from an officer so authorised. [id., 48.

Q. Is the power to convene a district C.-martial given specifically by warrant in any case?

A. No; it is an incident of the power to convene general C.-martial, which may either be exercised by the person holding that power, or be delegated by him to other officers.

[A. D. Act, 48, Notes.

Q. Of *how many officers* is a general C.-martial to consist? What length of service is necessary to qualify for the duty?

A. A general C.-martial is to consist of not less than nine officers, each of whom must have held a commission during the three years preceding the day of assembly, provided that if, in the

opinion of the convening officer (to be expressed in the convening order and be conclusive) nine officers are not, having due regard to the public service, available, the court may consist of not less than five officers. [A. D. Act, 48.]

Q. Of how many officers should a district C.-martial consist?

A. A district C.-martial is to consist of not less than seven officers, provided that if (in any place not in the United Kingdom, India, Malta, or Gibraltar), in the opinion of the convening officer, seven officers are not available, the court is to consist of five officers, or if, in the opinion of said officer, five are not available, it may consist of three officers. The opinion of the convening officer is to be expressed in the convening order, and to be conclusive. [id.]

Q. Define the **jurisdiction of a general and district C.-martial**.

A. A district C.-martial cannot try an officer, nor award death or penal servitude; but, subject to these restrictions, any offence under the Act, committed by a person subject to military law and triable by C.-martial, may be tried and punished by either a general or district C.-martial. [id.]

Q. What officers are ineligible to serve on a C.-martial for the **trial of a field officer**?

A. Officers under the rank of captain. [id.]

Q. Of the members of a C.-martial, what proportionate number must **concur in a sentence of death**?

A. Two-thirds at the least. [id.]

Q. How is the **president of a C.-martial, whether general or district**, to be appointed?

A. By order of the authority convening the court. [id.]

Q. What should be the rank of the president of a general or district C.-martial?

A. The president should not be under the rank of field-officer, unless the convening officer is under that rank, or unless, in the opinion of the convening officer, a field-officer is not available, in either of which cases an officer not below the rank of captain may be president; and he is not to be under the rank of captain except, in the case of a district C.-martial, when, in the opinion of the convening officer, a captain is not available. The opinion of the convening officer is to be expressed in the convening note, and to be conclusive. [id.]

Q. Under what circumstances, by whom, and for what purpose, may a **field-general C.-martial** be convened under section 49 of the A. D. Act?

A. Where a complaint is made to any officer in command of troops, in any country beyond the seas, that an offence has been committed by any person subject to military law under his com-

mand, against the property or person of any inhabitant of, or resident in such country, then if, in the opinion of such officer, it is not practicable to try the offence by an ordinary general C-martial, it shall be lawful for him to convene a field general C-martial for the trial of the offender. [A. D. Act, 49.]

Q. Is it necessary that the *officer convening* a field general C-martial under section 49, should be an officer authorised to convene general C-martial?

A. No. [id.]

Q. Of *how many officers* is a field general C-martial to consist?

A. Of not less than three. [id.]

Q. What is contained in section 49 as to the *president* of a field general C-martial?

A. The convening officer may preside, but whenever he deems it practicable he is to appoint another officer as president, who may be of any rank, but, if practicable, not below the rank of captain. [id.]

Q. What is contained in section 49 as to the *jurisdiction* of a field general C-martial in respect to civil offences and otherwise?

A. Notwithstanding the restrictions enacted by the Act in respect of the trial of civil offences by C-martial, it may try any person subject to military law who is under the command of the convening officer, and is charged with any such offence as is mentioned in the section, and it may award any sentence that a general C-martial is competent to award for such offence. [id.]

Q. Does the sentence of a field general C-martial require to be confirmed?

A. Yes, as provided by the Act. [id.]

Q. Is the assembling of a field general C-martial *authorised by the Act elsewhere than in section 49*? If so, name the circumstances under which, and the purpose for which, it is authorised.

A. Section 72 provides that a field general C-martial can be assembled on active service on the application of the provost-marshal, or one of his assistants, and has power to inflict any punishments a general C-martial can inflict on officers, soldiers, or followers. [A. D. Act, 72, Notes.]

Q. What *distinction is there* between a field general C-martial under section 49, and the *same description of court under section 72*?

A. Under section 49 the field general C-martial can only try a person accused of an offence against the person or property of an inhabitant, and is to be convened by the officer commanding the detachment or portion of troops. Its procedure is the same as that of other C-martial, and its sentence requires confirmation like an ordinary general C-martial. Under section 72 the court can try any

person subject to military law for any offence. It can be convened by the officer in "immediate" command of any detachment or portion of troops (the word immediate not being in section 49), but only on the application of the provost-marshal or one of his assistants. The procedure is to be summary, and the sentence confirmed by the general or field officer commanding the force, or, if not capital, by any general or field officer in the force. [A. D. Act, 72, Notes.

*Q.* What is laid down in the 50th section as to the officers eligible to compose C.-martial in general?

*A.* (1) The officers may belong to the same or different corps, or may be unattached. (2) The convening officer, except as specially provided by the Act, is not to sit. (3) The prosecutor and witnesses for the prosecution are ineligible, so also, except in the case of a field-general C.-martial, is the C. officer of the prisoner's corps, or the officer who investigated the charges. [A. D. Act, 50.

*Q.* What officers are declared by the 50th section to be ineligible to act as judge-advocate at a trial?

*A.* The prosecutor, the witnesses for the prosecution, the C. officer of the prisoner's corps, and the officer who investigated the charges. [*id.*

*Q.* With what object are challenges by a prisoner about to be tried permitted by the 51st section?

*A.* To ensure that the court shall be constituted of officers to whom the prisoner makes no reasonable objection. [*id.*, 51.

*Q.* What officers of a C.-martial may be objected to by any prisoner about to be tried? On what grounds?

*A.* A prisoner may object on any reasonable grounds to the president, or any officer appointed to serve on the court, either originally or to fill a vacancy caused by the retirement of an officer objected to. [*id.*

*Q.* To whom is every objection made by a prisoner to any officer to be submitted?

*A.* To the other officers appointed to form the court. [*id.*

*Q.* If the objection is to the president, how is it to be dealt with?

*A.* The objection, if allowed by one-third or more of the other officers, is to be allowed, and the court is to adjourn, to have another president appointed. [*id.*

*Q.* When an objection to the president has been allowed, by whom is the new president appointed? Is he subject to the same right of the prisoner to object?

*A.* He is appointed by the convening authority, and may be objected to in the same way as an original member. [*id.*

*Q.* When an objection to an officer other than the president has been decided, what follows?

A. If disallowed, the trial proceeds as if no objection had been made; if allowed, the officer objected to retires. [A. D. Act, 51.]

Q. How is the place of an officer retiring, on the prisoner's objection being allowed, to be filled up? Is the new officer subject to the right of the prisoner to object?

A. The president may, and if the retirement reduces the number of the officers of the court below the number named in the convening order, the court must appoint, out of any officers nominated in that behalf by order of the convening authority, an officer to serve in lieu of the officer or officers so retiring, subject to the right of the prisoner to object, as in the case of an original appointment. [id.]

Q. When, on the retirement of an officer or officers objected to by prisoner, the number of officers of the court cannot be made up to the required number from the officers nominated in that behalf by order of the convening authority, what course is to be followed?

A. The court is to adjourn, and the convening authority is to nominate a further number of officers to serve on the court, subject to the right of the prisoner to object. [id.]

Q. When, on the retirement of an officer or officers objected to by the prisoner, the number of officers of the court does not fall below the number named in the convening order, is any new appointment necessary?

A. No. [id.]

Q. In order to enable a prisoner to avail himself of his privilege of objecting to any officers, what must be done?

A. The names of the officers appointed to form the court are to be read over in his hearing on their first assembling, and before they are sworn, and he is to be asked whether he objects to any such officers, and a like question is to be repeated in respect of any officer appointed in lieu of a retiring officer. [id.]

Q. In all cases of objection to any officer by a prisoner, where one-third of the votes is not expressed in section 51 to be sufficient, how is the decision to be made by the court?

A. By a majority of the votes of the officers entitled to vote, and if the votes are equal, the objection is to be allowed. [id.]

Q. What is enacted in section 52 as to the administration of oaths to members of C.-martial?

A. That an oath, in the form given in the section, is to be administered by the prescribed person (i.e., by the person prescribed by the rules of procedure made in pursuance of the Act (A. D. Act, 181), to every member of every C.-martial before the commencement of the trial. [id., 52.]

Q. What persons attending C.-martial, other than the members and witnesses, are to be sworn, and by whom?

A. The *judge-advocate*, or person officiating as such, all officers attending for instruction, and every *shorthand writer* in attendance, are to have the prescribed oath administered to them by the prescribed person. [A. D. Act, 52.]

Q. What is contained in the 52nd section as to swearing witnesses?

A. Every witness shall be examined on oath, which the president, or other prescribed person, shall administer in prescribed form. [id.]

Q. In what cases is the court to permit a person, instead of being sworn, to make a solemn declaration?

A. In every case where any person required by the Act to be sworn objects to take an oath, or is objected to as incompetent to take an oath, provided the court is satisfied in the one case of the sincerity of the objection, and in the other that the oath would have no binding effect on the conscience. [id.]

Q. In the rules regulating procedure made by section 53, what is directed to be done in the case of a C.-martial reduced by death or otherwise below the number named in the convening order?

A. It is to be dissolved. [id., 53.]

Q. If, after the commencement of a trial, the president dies or is otherwise unable to attend, what is to be done, if the court is not reduced below the number named in the convening order?

A. The convening authority may appoint the senior member of the court, if of sufficient rank, to be president, and the trial will proceed; but if he is not of sufficient rank, the court must be dissolved. [id.]

Q. If, on account of the illness of the prisoner before the finding, a trial cannot be continued, what is to be done?

A. The court is to be dissolved. [id.]

Q. When a C.-martial is dissolved, may the prisoner be tried again?

A. Yes. [id.]

Q. What is the rule as to clearing the court?

A. The president may, on any deliberation amongst the members, cause the court to be cleared of all other persons. [id.]

Q. What rule as to adjournments is contained in section 53?

A. The court may adjourn from time to time. [id.]

Q. May a C.-martial view any place?

A. Yes, when necessary. [id.]

Q. What rules are made in section 53 for the guidance of a C.-martial in the case of an equality of votes, in deciding on the finding or sentence, or any other question?

A. If on the finding the prisoner is to be deemed to be acquitted; if on the sentence or any question other than the finding, the president has a second or casting vote. [id.]

**Q.** When a C.-martial recommends a prisoner to mercy, what course is to be followed?

**A.** The recommendation is to be attached to, and form part of, the proceedings, and is to be promulgated and communicated to the prisoner with the sentence. [*A. D. Act*, 53.]

**Q.** What authority has power to confirm the finding and sentence of a regimental C.-martial?

**A.** The convening officer, or officer having authority to convene such a C.-martial, at the date of the submission of the finding and sentence thereof. [*id.*, 54.]

**Q.** What authority has power to confirm the finding and sentence of a general C.-martial?

**A.** Her Majesty, or some officer deriving authority for the purpose immediately or mediately from Her Majesty. [*id.*]

**Q.** What authority has power to confirm the finding and sentence of a district C.-martial?

**A.** An officer authorised to confirm general C.-martial, or some officer deriving authority to confirm district C.-martial from an officer authorised to confirm general C.-martial. [*id.*]

**Q.** What authority has power to confirm the findings and sentence of field general C.-martial?

**A.** An officer authorised to confirm general C.-martial, for the trial of offences in the force of which the detachment or portion of troops under command of the convening officer forms part. [*id.*]

**Q.** By whom and how often may the finding and sentence of a C.-martial, or either of them, be sent back for revision?

**A.** The authority having power to confirm may send them back for revision once, but not more than once. [*id.*]

**Q.** May a C.-martial receive additional evidence on revision?

**A.** No. [*id.*]

**Q.** When the finding only is sent for revision, may the court revise the sentence also?

**A.** Yes. [*id.*]

**Q.** What does section 54 enact as to increase of sentence on revision?

**A.** In no case may the confirming authority recommend such increase, nor may the C.-martial on revisal, either in obedience to the recommendation of an authority, or for any other reason, have the power to increase the sentence awarded. [*id.*]

**Q.** What rules are made as to the confirmation and promulgation of a sentence of acquittal?

**A.** It requires no confirmation, and is not subject to revision. If it relates to the whole of the offences charged, it is to be pronounced at once in open court, and the prisoner is to be discharged. [*id.*]

**Q.** May a member of a C-martial have authority to confirm that C-martial?

**A.** No.

[*A. D. Act, 54.*

**Q.** Where a member of a C-martial becomes confirming officer, what is to be done?

**A.** He is to refer the finding and sentence to a superior officer competent to confirm C-martial of the like description, who is to be deemed in that instance the confirming authority. [*id.*

**Q.** What rule is made as to an officer authorised to confirm a finding or sentence **withholding confirmation and referring the same** to a superior authority for confirmation?

**A.** Such reference may be made to any superior authority competent to confirm findings and sentences of the like description of C-martial, and that authority is to be deemed in that instance the confirming authority. In a colony where there is no superior officer the finding and sentence may be referred to the governor, who is authorised by the Act to confirm the same in all respects, as if he were the superior officer. [*id.*

**Q.** Is confirmation by the superior authority **necessary to render any finding and sentence valid**?

**A.** Subject to the provisions of the Act with respect to the finding of acquittal, they are only valid in so far as they may be confirmed. [*id.*

**Q.** What is required, in addition to confirmation, before a **sentence of death passed in a colony** can be executed? State any exceptions.

**A.** Unless passed in respect of an offence committed on active service, it must be approved by the governor of the colony. [*id.*

**Q.** Before any **sentence of death passed in India**, in respect of treason, or murder, can be carried into effect, what is required in addition to confirmation?

**A.** That it should be approved by the governor-general, or, if the offender was tried in any presidency, the governor of the presidency. [*id.*

**Q.** When a person subject to military law is **convicted of any civil offence**, under the section of the Act relating to the trial of such offences by C-martial, and is sentenced to penal servitude, what is required in addition to confirmation, before such sentence can be carried into effect in India or a colony?

**A.** That it should be approved—in *India* by the governor-general (or, if the offender has been tried in a presidency, by the governor), and in *a colony* by the governor. [*id.*

**Q.** In what cases is **conviction of a less offence permissible** when the prisoner is charged with a greater?

**A.** A prisoner charged with *stealing* may be found guilty of



embezzlement, or of fraudulently misapplying money or property; if with *embezzlement*, he may be found guilty of stealing or fraudulently misapplying money or property; if with *desertion*, he may be found guilty of attempting to desert, or of being absent without leave. [A. D. Act, 55.]

Q. May a man charged with an offence committed under circumstances involving a higher degree of punishment, be found guilty of the same offence under circumstances involving a less degree of punishment? If so, give examples.

A. Yes. A man may be charged with "striking his superior officer in the execution of his office," and may be convicted of "striking his superior officer"; and a man charged with an offence committed "on active service," may be found guilty of the same offence committed not on active service. [A. D. Act, 55, Notes.]

### *Enlistment.*

Q. When a soldier has been appointed to a corps, is he to remain in it throughout his army service?

A. Yes, unless transferred under the provisions of the Act. [A. D. Act, 80.]

Q. In what case is a soldier liable, within three months after attestation, to be transferred, by the competent military authority, to any corps of the same arm or branch?

A. When he is enlisted for general service. [id.]

Q. May a soldier be transferred to any corps, at any time, with his own consent?

A. Yes. [id.]

Q. When a soldier is transferred to a different arm or branch, may the conditions of his service be varied, to correspond with those of the new arm or branch?

A. Yes, by order of the competent military authority. [id.]

Q. In what cases may a soldier be transferred by the competent military authority to any corps of the same branch serving in the United Kingdom?

A. When invalided from service beyond the seas; or when, on his corps being ordered for service beyond the seas, he is either unfit for such service by reason of his health, or is within two years from the end of his engagement. [id.]

Q. If a soldier, who is enlisted to serve part of his time in the reserve, is on service beyond the seas, and at the time of his corps being ordered to return home has more than two years of his army service unexpired, to what transfer is he liable?

To be transferred to any corps of the same branch on service beyond the seas; but this does not apply to any man who has

extended his army service for the residue unexpired of his term of 12 years, or to any man who has re-engaged for further service. [A. D. Act, 80.]

Q. To what removal and transfer is a soldier liable who has been transferred to serve, either as a warrant officer not holding an honorary commission, or in the corps of armourer serjeants, army hospital corps, army service corps, &c.?

A. To removal and transfer to any corps in the United Kingdom, or to any corps in the station beyond the seas in which he is serving, or to the corps in which he was serving prior to his first transfer, either in the rank he holds at the time of removal, or any lower rank. [id.]

Q. In what cases is a soldier liable, in commutation wholly or partly of other punishment, to general service, and to be from time to time transferred to such corps as the competent military authority may order?

A. When he has been convicted of desertion, or of fraudulent enlistment, or when, having confessed the same, he is liable to be tried, but his trial is dispensed with, or when he has been sentenced by a C.-martial to a punishment not less than imprisonment for six months. [id.]

Q. What is enacted as to the transfer of a soldier committed as a deserter by a court of summary jurisdiction, in any part of H.M. dominions?

A. He is liable to be transferred to any corps near the place where he is committed, or to any other corps, and to serve therein without prejudice to his subsequent trial and punishment. [id.]

### *Penal Stoppages from Pay.*

Q. What penal deductions are to be made from the ordinary pay due to an officer?

A. Deduction of (1) all ordinary pay due to him when he absents himself without leave, or overstays his leave, unless his explanation is notified as satisfactory by the C.-in-chief to a secretary of state; (2) the sum awarded by C.-martial to make good any expense, loss, damage, or destruction; (3) the sum required to make good the pay of any officer or soldier which he unlawfully retains or refuses to pay. [A. D. Act, 133.]

Q. In what cases is the whole of a soldier's ordinary pay liable to forfeiture under section 134?

A. (1) For every day of absence, either on desertion, or without leave, or as prisoner of war, and for every day of imprisonment, either under sentence by civil court, C.-martial, or C. officer, or under detention for an offence for which he is committed by a civil court

or C.-martial; and (2) for every day he is in hospital, certified by the medical officer to be on account of sickness caused by an offence committed by him. [A. D. Act, 133.]

Q. What sums required to *make good compensation* may be deducted from the ordinary pay of a soldier?

A. Sums required (1) for any expenses, loss, damage, or destruction, awarded by C.-martial, or, where an offence is confessed, by order of the authority, who may dispense with trial; (2) for any expenses caused, or for loss, damage, or destruction done to any arms, ammunition, equipments, clothing, instruments, necessaries, or decoration, or to buildings or property, as awarded by a C. officer or C.-martial. [id.]

Q. What sum may be deducted from the ordinary pay of a soldier on account of a *liquor ration stopped* by his C. officer?

A. A sum equivalent to such ration, whether previously drawn by the soldier or not, not exceeding one penny for 28 days. [id.]

Q. What sums may be deducted from the ordinary pay of a soldier on account of a *fine*, or an *order for the maintenance of wife or child*?

A. The sums required to pay (1) any fine awarded by a civil court, C.-martial, or C.-officer; and (2) any sum ordered by a secretary of state to be paid, as mentioned by the Act, for the maintenance of wife or child or bastard child, or towards the costs of any relief given by way of loan to wife or child. [id.]

Q. What *restriction is placed by the Act on the total amount of penal deductions* from a soldier's ordinary pay, for compensation, fine, or sum awarded, or ordered to be paid, by a C.-martial, C. officer, or a secretary of state, in terms of the Act?

A. They are not to exceed such sum as will leave to the soldier, after paying for his messing and washing, less than one penny a day. [id.]

Q. May any greater penal deduction be made from a soldier's pay than is sufficient to make good the particular amount awarded or ordered to be paid?

A. No. [id.]

Q. Under what authority may *deductions which are not penal*, and deductions from pay not included in "ordinary pay," be made?

A. Under royal warrant. [A. D. Act, 134, Notes.]

Q. Under what head of pay are *G.-C. pay, and other military pecuniary rewards*, included in the Act? Where is the forfeiture they are liable to provided for?

A. They are included by section 181 under the expression "military reward," the forfeiture of which is provided for in section 44. [id.]

**Q.** Is **deferred pay**, included under ordinary pay, liable to the penal deductions authorised in section 134?

**A.** No.

[*A. D. Act, 134, Notes.*]

### *Application of the Act to a Non-commissioned Officer.*

**Q.** Does the obligation on a C. officer to deal summarily with a soldier charged with drunkenness apply to a **N.-C. officer charged with drunkenness**?

**A.** No.

[*A. D. Act, 175.*]

**Q.** By what authorities and in what manner may a **N.-C. officer be reduced**?

**A.** He may be reduced to any lower grade or to the ranks by the C.-in-chief, and in India by the C.-in-chief of the forces, or the C.-in-chief of any presidency. [*id.*]

**Q.** What power of reducing a N.-C. officer is vested in a **C.-martial**?

**A.** It may reduce him to any lower grade or to the ranks, either in addition to or without any other punishment, in respect of an offence. [*id.*]

**Q.** In what cases is sentence of *reduction of a N.-C. officer obligatory* on a C.-martial?

**A.** A N.-C. officer must be reduced to the ranks before being sentenced to penal servitude or imprisonment. [*id.*]

**Q.** Can an *acting N.-C. officer* be reduced by his C. officer?

**A.** No. Under section 181 he is subject to the Act as a N.-C. officer. [*A. D. Act, 175, Notes.*]

**Q.** Is an **army schoolmaster** liable to be reduced to the ranks?

**A.** No.

[*A. D. Act, 175.*]

**Q.** By whom may an army schoolmaster be dismissed?

**A.** The C.-in-chief, and in India the C.-in-chief of the forces, and also the C.-in-chief of any presidency. [*id.*]

### *Definitions.*

**Q.** What is meant in the Act by the expression **commander-in-chief**?

**A.** The field-marshal, or other officer commanding in-chief H.M. forces for the time being. [*A. D. Act, 181.*]

**Q.** What is meant in the Act by the expression "**officer**"?

**A.** Every officer commissioned, or in pay, in any of H.M. forces, or in any department or corps, including every person, whether retired or not, who, by virtue of his commission or otherwise, is legally entitled to the style and rank of an officer in any of H.M. forces. [*id.*]

*Q.* Are warrant and other officers holding honorary commissions officers within the meaning of the Act?

*A.* Yes, subject to the exceptions mentioned in the Act.

[*A. D. Act*, 181.

*Q.* What other persons are included in the expression "**non-commissioned officer**"?

*A.* Acting N.-C. officers, warrant officers not holding honorary commissions, army schoolmasters. [*id.*

*Q.* What definition of the expression "**soldier**" is given in section 181?

*A.* It does not include an officer, but, with the modifications contained in the Act, it includes a warrant officer not having an honorary commission, and a N.-C. officer, and every other person subject to military law. [*id.*

*Q.* Does the expression "**soldier**" include men of the reserve and auxiliary forces?

*A.* Only when they are subject to military law.

[*A. D. Act*, 181, *Notes*.

*Q.* In what case does the expression "**superior officer**" include a N.-C. officer?

*A.* When it is used in relation to a soldier. [*id.*

*Q.* What does the expression "**regular forces**" mean?

*A.* Officers and soldiers liable to render continuous military service in any part of the world, and subject to the modifications mentioned in the Act, the royal marines, and Indian forces. [*A. D. Act*, 181.

*Q.* In what case do the *reserve* forces become part of the regular forces?

*A.* When they are subject to military law at the times specified in the Act. [*id.*

*Q.* What is meant by the expression "**corps**"?

*A.* It is the generic term for the smaller subdivision of the army, and is equivalent in effect to "regiment" in the ordinary acceptance of the term, except that it includes a territorial brigade as far as it consists of regulars. [*A. D. Act*, 181, *Notes*.

*Q.* What is included in the expression "**military reward**"?

*A.* Any gratuity, annuity, G.-C. pay, pension, and any other military pecuniary reward. [*id.*

*Q.* What does the expression "**enemy**" include?

*A.* All armed mutineers, armed rebels, armed rioters, and pirates. [*A. D. Act*, 181.

*Q.* What is meant by "**on active service**"?

*A.* Whenever a person subject to military law is attached to or forms part of a force engaged in operations against the enemy, or engaged in military operations in a country or place wholly or

partly occupied by an enemy, or in military occupation of any foreign country. [A. D. Act, 181.]

Q. With respect to area, how is the world practically divided for the purposes of the Act?

A. United Kingdom, India, the colonies, foreign countries.

[A. D. Act, 181, Notes.]

Q. What does "**India**" include, and who is a "**native of India**" within the meaning of Indian military law?

A. "**India**" means the territories in India governed by Her Majesty under the authority of an Act of Parliament, and includes any territory governed by a native prince. A *native of India* means a person triable and punishable under Indian military law. [A. D. Act, 181.]

Q. What is meant by the expression "**beyond the seas**," and "**station beyond the seas**"?

A. *Beyond the seas* means out of the United Kingdom, Channel Islands, and Isle of Man; and a *station beyond the seas* means any place beyond the seas where H.M. forces are serving. [id.]

Q. For the purpose of deducting pay what part of a day is to be reckoned as a day?

A. Any part extending to six hours or upwards. [id.]

## Rules of Procedure under Section 69 of the Army Discipline Act.\*

### General.

Q. Are the rules of procedure under the Army Discipline Act the same in all localities?

A. No; different rules have been authorized for different parts of the world. [\*]

Q. Are the rules applicable in the United Kingdom applicable elsewhere in Europe?

A. Only in the Channel Islands and Isle of Man. [Rule 1.]

Q. In any matter or thing not provided for in the rules or Act, what is to be followed?

A. The existing practice, so far as consistent with the Act. [id., 2.]

Q. Are the words of the Act to be used in framing charges?

A. Yes, invariably. [id., 3.]

Q. What are the regulations as to framing charges?

\* The rules of procedure given here are those applicable in the United Kingdom, Channel Islands, and Isle of Man.

A. They are to be specific in names, dates, and places. The prisoner's regimental number should be inserted, but non-essential minutiae are to be avoided. [Rule 4.]

Q. When the prisoner is charged with any loss or damage, should the amount thereof appear in the charge, and be proved?

A. Only when the prices are not fixed by regulation. In the case of articles of which the value depends on length of wear, the time of wear must be proved. [id.]

Q. May any number of prisoners be tried together?

A. Yes, for an offence committed collectively; but the plea, defence, finding, and sentence, must be recorded separately. [id., 5.]

Q. When more persons than one are tried separately, must the court be re-sworn, and the proceedings conducted and recorded separately in each case?

A. Yes. [id.]

Q. Under what designation should a soldier be arraigned when he holds acting rank?

A. In his acting rank. [id., 6.]

Q. Under what designation should a soldier be arraigned when he holds an appointment?

A. He is to be arraigned in his army rank with the appointment also designated. [id.]

Q. What is the rule as to giving a copy of the charge to the prisoner, with list of witnesses for the prosecution?

A. The prisoner's C. officer is responsible that he is furnished therewith, if possible, at least 24 hours before the court is to assemble, by the adjutant or an officer. If the prisoner cannot read, the officer is to read and explain the charge. [id., 7.]

### *Courts-martial.*

Q. Between what hours may trials by C.-martial be carried on?

A. Between 8 A.M. and 4 P.M. A court may, if necessary, continue sitting after 4 P.M., but must record their reasons for so doing. In cases requiring immediate example, or in which the C. officer certifies under his hand that the same is expedient for the public service, trial may be at any hour. [Rule 8.]

Q. May an officer who is not subject to military law sit on any C.-martial?

A. No. [id., 9.]

Q. What are the regulations as to the rank of the president and members of C.-martial?

A. The president of a general C.-martial should be a general or colonel (if available). The members on trials of officers should be of equal if not superior rank to the prisoner; and in no case but

one of necessity is a colonel to sit on the trial of a general, or a captain on that of a field officer, or a subaltern on that of a captain. On the trial of *subalterns* two officers of that rank are a sufficient proportion. The members may be of any rank superior to the prisoner. On the trial of a *C. officer* as many members as possible should have held or hold command equivalent to that held by the prisoner. [Rules 10, 11, 12.]

*Q.* By whom is the **oath to be administered** to each member of a C.-martial?

*A.* By the deputy judge-advocate, or person officiating as judge-advocate, or, if no such person is present, by the president to the other members, and afterwards by any sworn member to the president. [*id.*, 13, 14.]

*Q.* By whom is the oath to be administered to the *judge-advocate*?

*A.* By the president, or by some member of the court authorised by him. [*id.*, 15.]

*Q.* By whom are the prescribed oaths to be administered to an *officer attending for the purpose of instruction*, a *shorthand writer*, and an *interpreter*?

*A.* By the president, or by the deputy (or officiating) judge-advocate, or by some member of the court authorised by the president. [*id.*, 16, 17, 18.]

*Q.* By whom should civil and military **witnesses** be summoned, and in what form?

*A.* In the case of a general C.-martial by the judge-advocate general, or his deputy, or the person officiating as judge-advocate; in other cases by the president of the court. A form is prescribed by the rules of procedure. [*id.*, 21, 22.]

*Q.* How is the attendance of military witnesses to be secured?

*A.* A person subject to military law will be ordered to attend by the proper military authority, on the request of the president or deputy (or officiating) judge-advocate. In the case of a soldier serving at a distance, application is to be made to the general officer commanding his district. [*id.*, 23, 24.]

*Q.* By whom is the **oath to be administered to a witness**?

*A.* By the president, or judge-advocate, or by any member of the court authorised by the president. [*id.*, 25.]

*Q.* Where **solemn declaration** is authorised in lieu of an oath, before whom is it to be made?

*A.* Before the officer authorised to administer the oath.

[*id.*, 19, 20, 26.]

*Q.* What mode of **giving evidence** should a witness follow at a C.-martial?

*A.* The witness should answer the question as one put to him



by the prisoner or prosecutor, but address his reply to the court. [Rule 27.]

*Q.* In what words may a **prisoner plead**?

*A.* "Guilty" or "not guilty." [id., 28.]

*Q.* If the prisoner refuses to plead, what plea is to be entered?

*A.* Not guilty. [id.]

*Q.* Before recording the plea of guilty, of what must the court satisfy itself?

*A.* That the prisoner fully understands what advantages he forfeits by that plea. [id.]

*Q.* When a prisoner pleads guilty is it necessary, notwithstanding, to investigate the charges against him?

*A.* Yes; so that all the circumstances may be known to the confirming officer. [id.]

*Q.* What instructions are to be observed in respect to **addresses to the court**?

*A.* The prosecutor is allowed an opening address. If at the close of the prosecution the prisoner states that he has no evidence to adduce, the prosecutor may sum up the evidence for the prosecution, after which the prisoner may address the court in defence. If the prisoner adduces evidence, he may open and close his case with an address; and the prosecutor will be entitled to a reply. The judge-advocate will then in open court sum up the whole case. [id., 29.]

*Q.* In special cases, where the prosecution is allowed to adduce evidence in reply to the prisoner's defence, when should the prisoner's second address be made?

*A.* After such evidence, and immediately before the prosecutor's reply. [id.]

*Q.* May any address to the court follow the summing up by the judge-advocate?

*A.* No; the court will retire to deliberate on the finding. [id.]

*Q.* If any question should arise during the trial, such as upon the admissibility of evidence, in what order may the parties be heard regarding it?

*A.* The person, whether prosecutor or prisoner, requesting the opinion of the court, will speak first, the other will then answer, and the first will be allowed to reply. [id.]

*Q.* What are the rules as to a C-martial inquiring into a prisoner's **former convictions, &c.**?

*A.* After a soldier has been found guilty, the court will inquire into and record the prisoner's former convictions, whether by a civil or military court, and any sentence which he may be undergoing; also his age, date of attestation, service allowed to reckon towards limited engagement, his general character, and any medals, G.-C.

badges, or other honorary rewards he may be in possession of. These particulars are for the guidance of the court in awarding punishment, and of the confirming authority. [Rule 30.]

Q. By whom should evidence of former convictions, &c., be given?

A. If possible, by a commissioned officer who is not a member of the court. [id.]

Q. To what general consideration is the attention of C.-martial directed in **awarding punishment**?

A. Just discrimination is to be used, so that the award may be final and carried into effect. [id., 31.]

Q. May a N.-C. officer be sentenced to a reprimand by a C.-martial?

A. No; such a sentence is applicable only to commissioned officers. [id., 32.]

Q. When a N.-C. officer (or artificer) is sentenced to be reduced, what must be distinctly stated in the sentence?

A. That he is to be reduced to a lower grade, mentioning the grade, or that he is to be "reduced to the ranks" (*i.e.*, to a gunner, driver, sapper, or private). [id., 33.]

Q. Should sentence of imprisonment be in days or months?

A. In days. [id., 34.]

Q. What is meant in the Act by a month?

A. A calendar month. [id.]

Q. How are the **minutes** of a C.-martial to be made out?

A. They are to be accurately recorded, in a legible hand, without erasures, and to be signed by the president. When interlineations or corrections, which should be avoided, are made, they are to be verified by the president's initials. Pages are to be numbered, and sheets fastened together. At least half a page below the signature is to be left for the remarks of the confirming officer. The station and date are to be added. [id., 35.]

Q. By whom, and to whom, should the proceedings of a general C.-martial be **forwarded** for confirmation?

A. By the deputy (or officiating) judge-advocate to the judge-advocate general, for the decision of the Sovereign; and in the case of the Royal Marines, to the secretary of the Admiralty, for the decision of the Admiralty. [id., 36.]

Q. By whom, and to whom, should the proceedings of a district or garrison C.-martial be forwarded for confirmation?

A. By the president, through the proper channel, to the general officer commanding (or, where there is no general officer in command, to army head-quarters). [id., 37.]

Q. On **revision** of the proceedings of a C.-martial, what should be attached to and form part of the proceedings?

A. The letter, order, or memo. (or copy) containing the instructions and reasons for revision. [Rule 38.]

Q. When a punishment has been wholly remitted, is any penalty consequent on conviction, such as forfeiture of service, G.-C. pay, &c., to be remitted also?

A. No. [id., 39.]

Q. When the proceedings of a C.-martial are quashed, what is to be done with all record of the same?

A. It is to be erased, the soldier being relieved from all consequences of his trial. [id.]

Q. By whom, and to whom, are the proceedings of a district and garrison C.-martial to be forwarded after promulgation?

A. By the president, under cover, in the case of the Royal Marines, to the secretary of the Admiralty, and in any other case to the judge-advocate general, at the same time drawing his attention to anything requiring his notice. [id., 40.]

Q. How long are the proceedings of C.-martial other than regimental to be preserved in the office of the Judge-Advocate (or Admiralty)?

A. General C.-martial for not less than 7, other C.-martial for not less than 3 years. [id., 41.]

Q. What is directed as to the preservation of the proceedings of regimental C.-martial?

A. They are to be kept in such place and in such manner as may be directed by the C. officer for a period of not less than 3 years. [id., 42.]

Q. By what must the proceedings of a C.-martial, when forwarded to the Judge-Advocate General or secretary to the Admiralty, be accompanied?

A. A covering letter specifying the nature of the contents. [id., 43.]

Q. Describe the position of the D. judge-advocate at a trial.

A. He represents the Judge-Advocate General, and is responsible for a proper record of the proceedings, and for their formality and legality. He should maintain an entirely impartial position. In important cases he should be assisted by a sworn shorthand writer. [id., 44.]

Q. To what extent should the D. judge-advocate advise the court or interfere with the proceedings?

A. Whether consulted or not, he will give advice on any matter before the court. He will sum up the case, and give his opinion upon its legal bearing before the finding. [id.]

Q. Is the opinion of the D. judge-advocate to be considered conclusive on points of law or procedure which arise on a trial?

A. Yes. [id.]

Q. What are the judge-advocate's duties towards the prisoner?

A. When undefended, he should take care that he does not lose any privilege the law allows him. [Rule 44.]

Q. Has an officiating judge-advocate the same powers and duties as a D. judge-advocate?

A. Yes. [id.]

Q. How should all official books and orders for the guidance of C.-martial be made available for reference?

A. They should be laid before every court. [id., 45.]

Q. State what the Articles of War enjoin as to the behaviour of members of a C.-martial.

A. All the members are to behave with decency, to take their seats according to rank, and not quit them without permission of the president, who will clear the court on any discussion; and in case of intemperate words by any member, direct the same to be taken down in writing, and reported to the officer ordering the C.-martial to assemble. No reproachful words are to be used to witnesses or prisoners. [id., 46.]

Q. Who is responsible that every person attending a C.-martial is treated with proper respect?

A. The president. [id.]

Q. In taking the votes of a C.-martial, what order is to be observed by the president?

A. He is to begin with the youngest member. [id.]

Q. What are the rules as to C.-martial granting adjournments?

A. They may grant them when necessary, but not for the purpose of obtaining further evidence, unless the court is satisfied that the production of such evidence is not unjust to the prisoner, and is necessary to assist the course of justice. [id., 47.]

*Regulations for Courts of Inquiry, other than those held under Statute for the purpose of Determining the Illegal Absence of Soldiers.*

Q. By whom may a court of inquiry be assembled, and how is it to be composed?

A. It may be assembled by the officer in command of any body of troops, whether belonging to one or more corps, and may be composed of any number of officers of any rank, and of any branch or department of the service, according to the nature of the investigation. [Rules 48, 49.]

Q. What instructions should be given to a court of inquiry?

A. The full and specific written instructions of the officer who assembled the court, stating the general character of the information required in the report. [id., 50.]

**Q.** Describe the **functions** of a court of inquiry, and state whether it has any judicial power.

**A.** A court of inquiry is simply an assembly of persons, directed by a C.-officer to collect evidence with respect to a transaction into which he cannot conveniently himself make inquiry. It has no judicial power. [Rule 51.]

**Q.** What notice of the meeting of a court of inquiry should be given, and to whom?

**A.** Previous notice of the time and place of meeting, and of all adjournments, should be given to all concerned in the inquiry. [id., 52.]

**Q.** When a court of inquiry investigates a matter affecting the **character of an officer or soldier**, what privilege is allowed such officer or soldier?

**A.** That of being present, of making any voluntary statement, of cross-examining any witness, and of producing any witnesses in defence of his character. [id., 53.]

**Q.** Can a court of inquiry *compel the attendance of witnesses or take evidence on oath*?

**A.** No. [id., 54.]

**Q.** Can a court of inquiry give an **opinion on the conduct** of any officer or soldier?

**A.** No. [id., 55.]

**Q.** To what extent can the proceedings of a court of **inquiry be given in evidence before a C.-martial**?

**A.** They cannot be given in evidence against an officer or soldier, but in the event of an officer or soldier being tried in respect of anything which has been reported on by a court of inquiry, he is entitled to a copy of the proceedings. [id., 55.]

**Q.** To whom are the proceedings of a court of inquiry to be **forwarded** when closed?

**A.** To the C. officer who assembled the court. [id., 56.]

**Q.** Is a C. officer **relieved from the responsibility** of forming his own opinion on any matter reported on by a court of inquiry?

**A.** No; he must, on his own responsibility, form such opinion as he thinks just. [id.]

**Q.** When, in consequence of the assembling of a court of inquiry, an opinion adverse to the character of any officer or soldier is formed by the officer who determines the case, must it be communicated to the officer or soldier concerned?

**A.** Yes. [id., 57.]

**Q.** What rule is laid down as to the **re-assembling** of courts of inquiry?

**A.** They may be re-assembled as often as the convening officer

pleases, for the purpose of examining additional witnesses or recording further information. [Rule 58.]

Q. May members of a court of inquiry, in a case which is **subsequently the subject of a C-martial**, be detailed as members of the C-martial?

A. No.

[*id.*]

*Explanation of "Prescribed," as used in the Army Discipline Act.*

Q. Section 44 of the A. D. Act authorizes "**forfeiture**, in the prescribed manner, **of seniority** of rank, either in the army or in the corps, or in both," as a punishment in the case of officers. What is the "prescribed manner" of forfeiture?

A. If the officer is under the rank of field officer, he may be reduced to the bottom, or any other place on the list of his regimental rank; or if a superior officer, to the last, or any other place on the list of his army rank; and where the officer holds army as well as regimental rank, the loss may be inflicted in either or both of these ranks [Rule 59.]

Q. What is the prescribed manner of making the report required by section 45 of the A. D. Act, on the cause of **delay in bringing a person to trial** or releasing him from custody?

A. The C. officer is to report the necessity of delay by letter to the general commanding the district. [*id.*, 60.]

Q. When a court of inquiry has been assembled under section 70 of the A. D. Act to inquire on oath with respect to the **absence of any soldier without leave** for a period of 21 days, and the deficiency, if any, in his equipment, &c., with a view to a record of the same being entered by the C. officer in the regimental books, what is the "prescribed manner" of proceeding?

A. The court is to require the attendance of the necessary witnesses, to take down the evidence in writing, and, at the end of the proceedings, to make a declaration of the conclusions at which they have arrived. The C. officer of the absent soldier will enter in the regimental books a report of the declaration of the court, and the original proceedings will be destroyed. [*id.*, 61.]

Q. Should a court of inquiry, assembled under section 70 of the A. D. Act, to inquire into the absence of any soldier without leave, examine *witnesses* who come forward *on behalf of the absentee*?

A. Yes. Due weight is to be given to such evidence in making the declaration. [*id.*]

Q. What *form of oath* is to be administered to the witnesses examined by a court of inquiry on illegal absence, under section 70 of the A. D. Act?

A. The same oath or solemn declaration as if they were examined by a C.-martial. [Rule 61.]

Q. Are the members of a court of inquiry on illegal absence to be sworn?

A. No. [id.]

Q. Are the proceedings of a C.-martial invalidated by any non-observance of the rules of procedure?

A. Not unless the prisoner has been prejudiced thereby. [id., 66.]

### *Proceedings of a General Court-Martial.*

Q. From whom are the forms for general and district C.-martial to be obtained?

A. General officers commanding. [App., Rules of Procedure.]

Q. May any officer who is to be called as a witness at the trial be appointed to act as prosecutor?

A. Not if it can be avoided. [id.]

Q. When should the order convening the C.-martial, and the warrant appointing the president and judge-advocate, be read?

A. Immediately after assembly. [id.]

Q. What is the rule as to numbering questions in the minutes?

A. They are to be numbered consecutively throughout in a single series. [id.]

Q. In what manner, and when is an opportunity given to the prisoner of challenging any officer detailed for his C.-martial?

A. After the convening order has been read, the names of the president and members are read over in hearing of the prisoner, who is then to be asked by the president if he objects to be tried by any of them? [id.]

Q. When a prisoner objects to be tried by the president or any of the members of the C.-martial, must he state his reasons?

A. Yes. [id.]

Q. May a prisoner call evidence in support of his objection to be tried by the president or any of the members of the court?

A. Yes. [id.]

Q. How should the decision of the court regarding a prisoner's objection be made known and recorded?

A. It should be read to the prisoner, and entered in the proceedings. [id.]

Q. When a prisoner's objection to be tried by the president has been allowed, how is the appointment of a new president made known to the prisoner, and recorded?

A. The convening officer's letter is read to the prisoner, marked, and attached to the proceedings. [id.]

Q. May a prisoner object to the judge-advocate

A. No. [App., Rules of Procedure.

Q. How is a prisoner's objection to a *new president or member* to be dealt with?

A. As if he were an original member. [id.

Q. When is the *oath* to be taken by the president and members, judge-advocate, and any officers under instruction, or any shorthand writer or interpreter?

A. As soon as the prisoner's objections to the officers (if any) have been decided. [id.

Q. At what point in the proceedings of a C-martial should all the *witnesses withdraw*?

A. After the court has been sworn. [id.

Q. May any proceedings of a C-martial take place except in the *hearing of the prisoner*?

A. None, except the deliberations of the court. [id.

Q. Has the court any duty to perform with regard to the *charge* before proceeding to trial?

A. They should satisfy themselves of their competence to deal with the charge, both as respects their jurisdiction and the precision with which the charge is worded. [id.

Q. What is the usual form of *arraignment*?

A. The charge is read, and the prisoner is questioned, "Are you guilty or not guilty of the charge against you which you have heard read?" [id.

Q. When a prisoner pleads in *bar of trial*, what course should be pursued by the court?

A. Evidence on oath of the facts stated should be received; and if the plea is well founded an adjournment, for the purpose of submitting the matter to the convening officer, must take place. If the court disallow the plea in bar of trial, it must call on the prisoner to plead to the charge. [id.

Q. What is done with any *address read by the prosecutor*?

A. It is marked —, signed by the president, and attached to the proceedings. [id.

Q. Must the prosecutor be sworn if required to *give evidence*?

A. Yes. [id.

Q. Under what restrictions is a prisoner permitted to avail himself during trial of *professional advice*?

A. He may have any professional person near him to advise him, and to suggest, in writing, the questions to be put to witnesses; but no such person is permitted to address the court, or to examine witnesses orally. [id.

Q. How is the examination and cross-examination of *witnesses for the prosecution* conducted?

A. They may be examined by the prosecutor, cross-examined by



the prisoner, re-examined by the prosecutor, and examined by the court? [App., Rules of Procedure.]

Q. When a witness *withdraws*, should the fact be stated in the proceedings?

A. Yes. [id.]

Q. What opportunity should be given to a witness of *correcting mistakes* or omissions in the recorded minutes?

A. It is usual to read the whole of his deposition to him before he leaves the court? [id.]

Q. May the court *question a witness* at any time?

A. Yes; but it is found convenient to wait till both examination and cross-examination have been concluded. [id.]

Q. When a prisoner *declines to cross-examine* a witness, should the fact be recorded in the proceedings?

A. Yes. [id.]

Q. What should be drawn between the *recorded minutes* of every two witnesses?

A. A line. [id.]

Q. When a C-martial *adjourns*, what entry is made in the proceedings?

A. The hour of adjournment and time fixed for re-assembling are entered. [id.]

Q. When the court *re-assembles* after adjournment, what entry is made in the proceedings?

A. The date and hour of re-assembly, and the presence (or otherwise) of the members are noted. [id.]

Q. When a medical certificate of an *absent member's* state of health is produced in the court, what is done with it?

A. It is marked —, and attached to the proceedings? [id.]

Q. When the *president or a member* is absent, what course is to be pursued?

A. If the number of officers serving on the court has fallen below the prescribed minimum, the court must adjourn. If the required number is still available, the trial will proceed (a warrant appointing the senior member president, having, if necessary, been obtained and read in court). [id.]

Q. When the *judge-advocate* at a trial is absent, may a new one be appointed and the trial proceed?

A. Yes; the warrant is to be read in court, and a new judge-advocate sworn. [id.]

Q. May any proceedings take place in the absence of either president or judge-advocate?

A. No. [id.]

Q. What question should be put by the court to the prisoner at the *close of the prosecution*?

A. "Do you intend to call any witnesses in your defence?"

[*App., Rules of Procedure.*

Q. If a prisoner, when called on for his defence, applies for an adjournment to enable him to prepare it, should the fact be recorded?

A. Yes.

[*id.*

Q. If a prisoner's defence be verbal, how should it be taken down?

A. As nearly as possible in his own words, and in the first person.

[*id.*

Q. How are witnesses for the defence examined?

A. They are examined by the prisoner, cross-examined by the prosecutor, re-examined by the prisoner, and finally examined by the court.

[*id.*

Q. When the prisoner reads an address, what is done with it?

A. It is marked —, signed by the president, and attached to the proceedings.

[*id.*

Q. May an adjournment be granted to enable the prosecutor to prepare his reply to the defence, or the judge-advocate to prepare his summing up?

A. Yes, if necessary.

[*id.*

Q. What should be done with the prosecutor's reply, and the judge-advocate's summing up, after they have been read?

A. They are to be marked —, signed by the president, and attached to the proceedings.

[*id.*

Q. When the court acquits a prisoner, how is the finding recorded in the proceedings?

A. "Not guilty of the charge."

[*id.*

Q. If, on the trial of an officer, the court desires to acquit the prisoner honourably, what course are they to follow?

A. They are to state so in a separate letter.

[*id.*

Q. If the finding of not guilty is on all the charges, what is to be done?

A. The finding is to be pronounced in open court, and the prisoner released.

[*id.*

Q. Give some instances, in the authorised forms, of a finding of guilty.

A. "The court find that the prisoner (No. —, Rank, —, Name, —, — Regiment) is guilty of the charge," or "of all the charges," or "is guilty of the first charge and guilty of the second charge, with the exception of —," or "is not guilty of desertion, but is guilty of absence without leave."

[*id.*

Q. What record should be produced by a witness in proof of former convictions against a prisoner, and how should it be examined and disposed of by the court?

A. A certified copy of the conviction, which is to be read, compared with the original, and, if found correct, to be marked —, signed by the president, and attached to the proceedings.

[*App., Rules of Procedure.*]

Q. In what terms is the evidence as to former instances of drunkenness to be given?

A. "On reference to the defaulter book now laid before the court, it appears that the prisoner's name has been recorded therein for the crime of drunkenness — times since his enlistment." [*id.*]

Q. After former convictions and former instances of drunkenness have been recorded, what further questions are to be put to the witness?

A. "Is the prisoner under any sentence at the present time?" "Did the prisoner surrender, or was he apprehended?" "What is the prisoner's general character?" "What is his age?" "What is the date of his attestation?" "What service is he allowed to reckon towards discharge?" "Is the prisoner in possession of any decorations or honorary rewards?" "How long has the prisoner been in confinement in respect of this trial?" [*id.*]

Q. In giving evidence at a trial for desertion, as to the service the prisoner is allowed to reckon towards discharge, to what date only should the service be calculated?

A. The date of desertion. [*id.*]

Q. What provisions of the Army Discipline Act must be carefully attended to in passing sentence?

A. Those of section 44. [*id.*]

Q. What should be noted in the margin of the proceedings opposite the sentence?

A. A short abstract of the same. [*id.*]

Q. Should sentence of death specify the manner of death?

A. Yes.

Q. When forfeiture of rank is awarded in the case of an officer what must be stated?

A. The specific forfeiture. [*id.*]

Q. In imposing any term of imprisonment on a man who is already undergoing imprisonment, what must be attended to? Give the reason.

A. The court must avoid imposing any term which will make the aggregate imprisonment exceed two years, because the sentence would be invalid. [*id.*]

Q. If a man undergoing a year's imprisonment has at the date of a new sentence been imprisoned for eleven months, what term of imprisonment may be imposed by such new sentence?

A. Such term as will make up a period of not more than two years from the date of the original sentence. [*id.*]

Q. What does sentence of "*reduction to the ranks*" imply?

A. Reduction to gunner, driver, sapper, or private, as the case may be. [App., Rules of Procedure.

Q. In sentencing a soldier to *forfeiture* of G.-C. badges with pay, earned by past service, or medals, should the number of badges be specified, and the medals be described?

A. Yes. [id.

Q. Is it necessary that the judge-advocate should sign the minutes as well as the president?

A. Yes. [id.

Q. What are the remarks of the confirming officer to include?

A. The manner the case is disposed of. [id.

Q. What space is to be left in the minutes of a C.-martial for the remarks of the confirming officer?

A. At least half a page. [id.

Q. What is to be done with the instructions to the court on revision?

A. They are to be read, marked, signed by the president, and attached to the proceedings. [id.

Q. May additional evidence for prosecution or defence be received on revision?

A. No. [id.

Q. May a C.-martial alter the original minutes on revision?

A. No. [id.

Q. Is a C.-martial bound to alter its decision on revision?

A. No; it may adhere to its decision. [id.

Q. When a court alters a finding or sentence on revision, what must be done before the new finding or sentence is recorded?

A. They must revoke the former finding or sentence. [id.

Q. When a C.-martial, on revising a finding, makes any alteration therein, is it necessary also that the sentence should be given afresh?

A. Yes; it is not sufficient in such cases for the court to state that they adhere to the former sentence. [id.

Q. In what form should any recommendation to mercy by the court be made?

A. In that specified by section 53 of the A.D. Act. [id.

Q. May a court, when forwarding their proceedings, remark on the conduct of the parties before them, or on the manner in which a particular witness has delivered his testimony?

A. Yes; but in a separate letter, signed by the president, and forwarded with the proceedings. [id.

**Army Circulars and General Orders, Explanatory of  
Army Discipline Act, or Supplementary to the  
Rules of Procedure issued on 15th July, 1879.**

**Q.** What **forfeiture** of G.-C. pay, of medals, decorations, &c., and of pension, may be awarded by general and district C.-martial, in addition to other punishment?

**A.** (a) Forfeiture absolutely, or for not less than 18 months, of any G.-C. badges, or pay earned by past service; (b) forfeiture of any annuity, gratuity, medal, or decoration; (c) forfeiture of any advantage as to pension earned by past service; (d) forfeiture of all right to G.-C. pay, and to pension on discharge, whether in respect of past or future service. [*A. Circ.*, 1879, cl. 167.]

**Q.** Under what rules are fines for **drunkenness** to be imposed by a C. officer?

**A.** Those contained in the Queen's Regulations.

[*G. O.* 107, 1879.]

**Q.** What rules are laid down as to the trial of a private soldier for a *simple act of drunkenness*?

**A.** He cannot be tried unless he has been drunk four times (not including the case under disposal) within the 12 months preceding. In such case he *may* be tried; and if the number of previous instances amounts to eight in 12 months, he *should* be tried. [*id.*]

**Q.** Can an entry of absence, equivalent to drunkenness, be reckoned as an instance of drunkenness for purposes of trial?

**A.** No; only for the computation of fine. [*id.*]

**Q.** What course is to be followed when a private soldier commits the offence of *drunkenness in connection with a more serious offence* for which he is to be tried?

**A.** The soldier is not to be charged with the drunkenness, even if liable to be tried, unless the C. officer desires to try him as a habitual drunkard. The C. officer will, however, in order to preserve a record of the offence, either impose a fine, if the soldier is liable thereto, or make a note in the punishment column, "No punishment: awaiting trial on another charge." [*id.*]

**Q.** In framing a charge of simple drunkenness against a private soldier, is it necessary to recite the previous acts of drunkenness?

A. No; but it must be shown in evidence, by the prosecution, that the prisoner had committed not less than four acts of drunkenness within the year preceding the date of the offence stated in the charge. [G. O. 107, 1879.]

Q. When, on the trial of a private soldier for simple drunkenness, evidence of previous instances of drunkenness is not forthcoming, what course should the court follow?

A. Adjourn for the order of the convening officer. [*id.*]

Q. When a **soldier absents himself** from one corps, under circumstances which do not constitute desertion, and enlists for general service, or into another corps, with what offence is he to be charged?

A. Fraudulent enlistment. [G. O. 108, 1879.]

Q. When a **N.-C. officer is reduced to a lower grade**, from what date will he take rank and precedence in the lower grade?

A. From the date of the signing of the original sentence of the C.-martial; or, in the case of reduction by order of a C.-in-chief, from the date of such order. [G. O. 117, 1879.]

Q. When an **officer's character** and conduct have been publicly impugned, what course should he pursue?

A. He should submit the case to competent military authority for investigation. [G. O. 130, 1879.]

Q. When any soldier, enlisted or re-engaged before the commencement of the Army Discipline Act, **consents to the application to him of Part II.** of that Act relating to certain conditions of service, in what manner is the fact to be recorded and verified?

A. An entry is to be made in red ink at the top of the first page of his attestation, at the top of the register sheet, and on the first page of the pocket ledger, showing the date of such consent. The entry on the register sheet will be signed by the soldier and by the C. officer, that in the pocket ledger by the soldier and the officer commanding his company, that on the attestation by the officer in whose custody it may be. [G. O. 143, 1879.]

Q. Can a C. officer by summary award deprive a soldier of any post which is **declared by regulation to be an appointment**?

A. Yes. [G. O. 4, 1880.]

Q. Can a C. officer order the reversion of a N.-C. officer appointed or **promoted provisionally** for a stated period or for a particular duty?

A. Yes; on the completion of such period or duty. [*id.*]

Q. Is a provisional acting N.-C. officer liable to reduction by the summary award of his C. officer?

A. No; but on the expiration of the period of probation or duty for which he has been provisionally appointed he is liable to revert to his former rank. [*id.*]

**Q.** What is the rule as to discharge from the army of a **reduced warrant officer**?

**A.** His discharge is to be forthwith proceeded with, and if not otherwise eligible he is to be discharged on the ground that his services are no longer required. [G. O. 15, 1880.]

**Q.** Should a summary award of **imprisonment by a C. officer** be made in days or in hours?

**A.** In hours up to 7 days, in days if for more than that period. [G. O. 25, 1880.]

**Q.** Do the **italic headings and marginal references** form part of the Army Discipline Act?

**A.** No. [G. O. 26, 1880.]

**Q.** May words found in the italic headings or margin of the A. D. Act be used in charges?

**A.** Not unless they also occur in the description of the offence given in the text. [*id.*]

**Q.** May the words "**insubordination**" or "**disgraceful conduct**" be used in a charge?

**A.** "Insubordination" never; "disgraceful conduct" only in a charge framed under the latter part of section 18 (5), A. D. Act. [*id.*]

**Q.** In framing a charge under Sect. 40 of the A. D. Act for any **conduct to the prejudice of good order and military discipline**, what is essential in framing the charge?

**A.** That the charge should allege "conduct to the prejudice of good order and military discipline." [*id.* G. O. 85, 1880.]

**Q.** Do the **powers and duties of a C. officer** as regards the investigation, trial, and punishment of offences depend on army or regimental rank? Do they extend to any person below the rank of commissioned officer?

**A.** Regimental. They do not extend to a person below the rank of commissioned officer. [*A. Circ.*, 1880, cl. 38.]

**Q.** What offences defined in the A. D. Act may a C. officer dispose of **summarily or try by regimental C.-martial**? What course is he to pursue as to all others?

**A.** He may, without reference to superior authority, dispose of summarily, or try by C.-martial, a charge of an offence of violence to any person, other than his superior officer, in whose custody he may be placed, or of resisting an escort, under Sect. 10; or of neglecting to obey orders, under Sect. 11; or of absence without leave (not exceeding 21 days), under Sect. 15; or of drunkenness, under Sect. 19; or of deficiency or injury to equipment, under Sect. 24; or of conduct to the prejudice of military discipline, under Sect. 40. He will refer any other charge to a superior officer, unless he is of opinion that delay would be inexpedient, in

which case he may dispose of it without reference, reporting his action immediately, with the reasons for it, to the officer to whom he would otherwise have referred the case. [*G. O. 41, 56, 1880.*]

*Q.* When a superior officer orders a case to be tried by regimental C.-martial, should he convene the Court?

*A.* No; he should direct the C. officer to convene it, if he is able to do so from the officers under his command. [*id.*]

*Q.* In sentencing a N.-C. officer to be reduced, what forms should be used?

*A.* 1. To be reduced to the rank of serjeant. 2. To be reduced to the rank of corporal. 3. To be reduced to the ranks. [*G. O. 42, 1880.*]

*Q.* When a soldier has, through a fraudulent enlistment, fraudulently obtained a free kit, should the same be stated in a separate charge?

*A.* The Act does not require it, as it empowers the Court to sentence any soldier convicted of fraudulent enlistment to make good any loss or damage occasioned by his offence, and this would cover the value of the free kit, if the evidence proved that he received one. (*G. O. 108, 1879.*) But to prevent misunderstanding, and for the assistance of the Court, it is directed that the charge shall state the facts in respect of which such stoppage can be awarded. [*G. O. 54, 1880.*]

*Q.* Can the power conferred on the "**competent military authority**" for the purposes named in the A. D. Act be exercised independently of regulations issued by proper authority?

*A.* No; it can only be exercised subject to any general and special regulations so issued. [*G. O. 55, 1880.*]

*Q.* How is it to be ascertained that a **prisoner is in a fit state of health** to undergo his trial?

*A.* He is to be examined medically before he is sent for trial, and on each day he is to appear before the Court. [*G. O. 61, 1880.*]

*Q.* Is it illegal to charge for "**conduct to the prejudice of good order and military discipline**," under section 40, in the case of offences specifically provided for under other sections of the A. D. Act?

*A.* Yes.

[*G. O. 85, 1880.*]



The Regulations for the Army in regard to the pay and messing of the troops, the supply of clothing and necessities, and all details regarding the mode of carrying the various articles of the soldier's kit, arms, accoutrements, and ammunition.

[*Q. Reg.*, S. 4, § 25 (*d*).]

## P A Y.

### *General Regulations.*

*Q.* What does the Army Discipline Act forbid with reference to **deductions** from the pay of the army?

*A.* It forbids any deductions except such as are authorized by Royal Warrant, or by Act of Parliament. [*A. D. Act*, 132.]

*Q.* What does the Army Discipline Act provide with reference to the unlawful **detention** of a soldier's pay by an officer or N.-C. officer?

*A.* That the officer or N.-C. officer who unlawfully detains pay, or refuses to pay it when due, shall, on conviction by C.-martial, be punished in accordance with the Act, and shall (if an officer, and may if a soldier) be subjected to a penal deduction of his own pay to make good the same. [*A. D. Act*, 37, 133, 134.]

*Q.* Within what period should all **claims** to pay be preferred?

*A.* Twelve months. [*Preamble to the Pay Warrant.*]

*Q.* Is pay which is not claimed within 12 months forfeited?

*A.* Yes; except under exceptional circumstances. [*id.*]

*Q.* What are the rules as to officer's **pay certificates**?

*A.* On changing station, officers must procure, from the accountant, a certificate of the date to which they have been settled. [*Finance Instructions, A. Circ.*, 1879, *cl.* 62.]

*Q.* What is a **No. 1 Report**?

*A.* It is a certificate of last payment, and a statement of all particulars as to rates of pay, &c., which are necessary to enable the paymaster at a new station to take a soldier into his payment on arrival. Until it is received no pay can be issued. [*id.*]

*Q.* How often is pay to be **issued to N.-C. officers and men**?

*A.* Weekly in arrear. In the event of a soldier misconducting himself, such soldier may be ordered by his C. officer to receive his pay daily. [*Pay Warrant*, 847.]

*Q.* What is the duty of an officer when superintending the issue of pay to the men?

A. He should ascertain that no entries have been made in the pay sheet before his arrival. He should see that the proper amount is issued to each man, and entered against his name, and that every man who is not present is correctly accounted for in the pay sheet. The letters F., H., P., D., stand for Furlough, Hospital, Prison, and Detachment; and a zero for absence without leave. He will cause the payments made in his presence to be added up, and having ascertained its accuracy, sign his name to the total. [\*

Q. Is the officer's signature at foot of each column in the pay sheet a voucher that he saw the money actually paid? [\*

A. It is. [\*

Q. How may an officer ascertain whether the pay issued to a soldier is or is not what he is entitled to for the week (or day)?

A. By calculating the amount for which the man is entitled to credit from the first of the month to date, including arrears due to him, and deducting therefrom the authorized stoppages, and payments for the same period. If a soldier is not in debt, or under stoppage, the difference (if a credit) is due, and if not exceeding the weekly (or daily) rate of his total pay, should be paid to him, but no greater sum should be paid to a soldier, without the sanction of the officer commanding his company. [\*

Q. When a **settlement** with a soldier has been necessarily interrupted, whose duty is it to take care that the weekly or daily payments are resumed as early as possible?

A. That of his captain or immediate C. officer. [*Pay Warrant*, 875.

Q. When **arrears** of pay have become due to a soldier, how should the same be issued?

A. Either in one sum, on his rejoining, or in weekly (or daily) instalments, together with the accruing daily pay; or they may be applied for his benefit as his captain or C. officer may determine. [*id.*

### *Ordinary Pay.*

Q. What are the **daily rates** of ordinary pay of the different ranks of N.-C. officers and soldiers?

A. Serjeant-major, 3*s.* 9*d.*; band-master, 3*s.* 3*d.*; quarter-master serjeant, 2*s.* 9*d.*; serjeant-instructor of musketry, 3*s.* 1*d.*; colour serjeant, 2*s.* 7*d.*; paymaster serjeant, 2*s.* 1*d.* (after three years, 2*s.* 7*d.*; after five years, 2*s.* 9*d.*); regimental orderly-room clerk, 2*s.* 1*d.* (after three years, 2*s.* 7*d.*; after five years, 2*s.* 9*d.*); drum-major, 2*s.* 1*d.*; serjeant, 2*s.* 1*d.*; lance serjeant, 1*s.* 11*d.*; corporal, 1*s.* 4*d.*; lance corporal, 1*s.* 3*d.*; private, 1*s.*; boys under fifteen years, 7*d.*; bugler, fifer, piper, or drummer, 1*s.* 1*d.*; armourer serjeant, 5*s.* 1*d.* [*Pay Warrant*, 743.

**Q.** What soldiers are entitled **after re-engagement** to an additional 1*d.* per diem?

**A.** Such as may have re-engaged before, or within three months after receipt, in the district or command, of the Royal Warrant of 2nd June, 1870. [*A. Circ.*, 1870, *cl.* 90; 1873, *cl.* 126.]

**Q.** When does the pay of a recruit or re-enlisted man **commence**?

**A.** From date of attestation or re-enlistment.

[*A. Circ.*, 1880, *cl.* 25.]

**Q.** May any charge be made for a recruit prior to attestation?

**A.** Only the fee to any private medical practitioner who may have examined him before attestation. [*id.*]

**Q.** May any charge be made for the pay of a recruit who is rejected at the primary medical inspection?

**A.** No. [*id.*]

**Q.** From what day does higher **pay on promotion** begin?

**A.** From the date on which the vacancy occurred to which the soldier succeeds, provided it be certified that from such date the duties of the higher rank were performed by the soldier promoted; otherwise from the date on which such duties commenced.

[*Pay Warrant*, 876.]

**Q.** Name the N.-C. officers who are entitled to the **increase pay** of 2*d.* after 2 years' service in the rank of serjeant.

**A.** Bandmaster, quarter-master serjeant, serjeant instructor of musketry, colour-serjeant, paymaster serjeant, orderly-room clerk, drum major serjeant, and armourer serjeant. [*id.*, 743, 877.]

**Q.** What "increase pay" is given to corporals, and after what service?

**A.** 1*d.* a day after 2 years' service as corporal. [*id.*]

**Q.** Are the rates of "increase pay" to be in *addition to or instead of any increased pay* given, for length of service or good service, by the pay tables?

**A.** In addition to.

[*id.*, 877.]

**Q.** Must the two years' service required to qualify N.-C. officers for increased pay be *continuous*?

**A.** All service in the particular rank will count unless the continuity of the 2 years' service shall have been broken through misconduct, in which case, service prior to the date of such misconduct will not reckon. [*A. Circ.*, 1879, *cl.* 118.]

**Q.** Does increased pay earned by a N.-C. officer continue to be *issued on promotion*?

**A.** Yes; if the same rate of additional pay applies to both ranks. [*id.*]

**Q.** When a sentence of reduction to the ranks has been remitted, is such sentence held to break the continuity of the two years' service required for a N.-C. officer's increased pay?

A. No ; but no period passed in prison and deprived of pay under such sentence will reckon. [*Finance Inst. A. Circ.*, 1879, *cl.* 62.]

Q. When a sentence of reduction has been confirmed and not remitted, is the continuity of the 2 years' service which may have been broken thereby restored if the N.-C. officer is subsequently re-instated ?

A. No ; not even if the re-instatement takes place on the same day as the reduction. [*id.*]

Q. May a lance serjeant draw G.-C. pay ?

A. Not if he receives pay as such. [*Pay Warrant*, 878.]

Q. How many lance serjeants and lance corporals may receive pay as such in each battalion including the depot ?

A. 5 lance serjeants and 15 lance corporals.

[*A. Circ.*, 1876, *cl.* 144.]

Q. What are the rules as to vacancies occasioned by the transfer of serjeants to the militia permanent staff and to volunteer corps ?

A. They may be filled up from date of transfer, but the serjeants are to be borne as supernumeraries till they complete their army service. [*Pay Warrant*, 879.]

Q. What penalty may be inflicted by the S. of State for War on a paymaster serjeant guilty of neglect or misconduct ?

A. He may withhold or take away the extra pay and the rank granted after 3 years' service. [*id.*, 880.]

Q. If a soldier be re-appointed orderly-room clerk, or paymaster serjeant, after his service has been interrupted, from what date does he reckon service for additional pay ?

A. From date of re-appointment if the interruption has been at his own request or for misconduct. His former service will reckon only if it has been interrupted by authority, or on reduction of establishment. [*id.*, 881. *A. Circ.*, 1879, *cl.* 2.]

Q. What regimental pay does a N.-C. officer receive whilst employed as canteen serjeant ?

A. That of a private soldier. [*Pay Warrant*, 882.]

Q. In cases which require a period of probation before appointment, what is the rule as to the duration of such period and as to the issue of the pay attached to the appointment ?

A. The probation is to be 3 months, and the probationer is allowed the pay of the appointment during that period. [*id.*, 883.]

### *Extra Duty Pay (Ranks).*

Q. What extra duty pay is granted to a soldier who temporarily does the duty of a N.-C. officer above serjeant, who may be returning home on sick leave or for discharge ?

*A.* 6*d.* in addition to pay, provided the total does not exceed the rate of the grade in which he acts. [*Pay Warrant*, 770.]

*Q.* What is the extra duty pay of a soldier doing the duty of an **orderly-room clerk** or **paymaster serjeant** returning home on sick leave or for discharge, or absent from duty for any period not exceeding 2 months on account of sickness, or during a vacancy in the appointment?

*A.* If a serjeant, 6*d.* a day; or, if under that rank, his pay is made up to that of serjeant. [*A. Circ.*, 1880, *cl.* 27.]

*Q.* What is the extra duty pay of the soldier acting in the absence of the **armourer** (in corps with interchangeable arms)?

*A.* 1*s.* a day. [*Pay Warrant*, 774.]

*Q.* Is a N.-C. officer temporarily doing the duty of a **serjeant** (except **armourer**) or **corporal** returning home on sick leave entitled to extra duty pay?

*A.* No. [*id.*, 775.]

*Q.* Name some general restrictions which apply to all extra duty pay of **acting ranks in wings or detachments**.

*A.* Such pay is to be issued for the day or days on which the duties have been actually performed, provided the amount so issued in no case exceed the rate affixed to the substantive rank, and that no N.-C. officer of such rank be present available for duty. [*id.* 776.]

*Q.* Name the rate of extra duty pay granted to an **acting serjeant-major**, **quarter-master serjeant** or **orderly-room clerk**, and the circumstances under which it is granted.

*A.* 6*d.* a day is granted while serving abroad with a *wing of not less than four companies* at a considerable distance from head quarters or on passage, or (except in the case of the orderly-room clerk) with a *mixed detachment* on passage, if of not less than 250 officers and men. The extra pay is reduced to 4*d.* when the detachment numbers less than 250. The acting serjeant major of a camp of instruction receives 6*d.* a day. [*id.* *A. Circ.*, 1878, *cl.* 155.]

*Q.* What extra duty pay is sanctioned for the soldier performing the **combined duties** of serjeant-major and orderly-room clerk, or of quartermaster serjeant and paymaster serjeant, with mixed detachments on passage?

*A.* For a detachment of not less than 250 N.-C. officers and men, 6*d.*; of less than 250, but not less than 150, 4*d.* a day.

[*Pay Warrant*, 776.]

*Q.* Under what circumstances and to what amount is extra duty pay sanctioned for an **acting paymaster serjeant**?

*A.* When a detachment of not less than 3 companies abroad renders a pay list to the War Office, 6*d.* a day is granted. [*id.*]

*Q.* What is the extra duty pay of an **acting schoolmaster** in the absence of a trained schoolmaster?

A. 1s. a day when the adults attending do not exceed 50 ; 1s. 3d. above 50 ; 1s. 6d. above 100. [*Pay Warrant, 776.*]

Q. What is the rule as to the appointment and rates of pay of acting N.-C. officers on voyage to or from India when the detachments consist of various corps ?

A. If the number of N.-C. officers present does not exceed 1 in 30 of each rank, soldiers may be appointed to complete the said proportion, their pay being made up to that of the rank in which they act. [*id.*]

Q. What is the daily extra duty pay of acting serjeant-instructors of musketry ?

A. If qualified at the school of musketry, when employed at the head-quarters of a regiment, 1s. ; when employed otherwise, 8d. ; if not so qualified, 6d. [*id.*]

### *Extra Duty Pay (Appointments.)*

Q. What is the extra duty pay of a serjeant cook ?

A. 6d. a day, if qualified. [*Pay Warrant, 777.*]

Q. In what case is the second or assistant cook allowed pay, and at what rate ?

A. If duly qualified, and superintending the cooking of a wing or detachment entitled to extra duty pay for a staff of acting N.-C. officers, 6d. a day. [*id.*]

Q. What extra pay is sanctioned for gymnastic instruction in regiments ?

A. N.-C. officer employed as regimental or assistant instructor, with the sanction of the inspector of gymnasia, or a temporary assistant in absence of paid instructor, 1s. a day for six days in the week. The soldier acting for a N.-C. officer, employed as gymnastic instructor to another regiment, receives the difference between the pay of his own rank and that of the N.-C. officer whose duty he performs. [*id.*]

Q. What sum is granted to acting armourers of mixed detachments on voyage to or from India by the Cape ?

A. 24s. to the man or men so acting. [*id.*]

Q. What is the rate of extra duty pay of acting schoolmasters of detachments or on board ship ?

A. 6d. a day. [*id.*]

Q. What extra duty pay is granted to soldier assistants appointed in regimental or detachment schools by the C. officer ?

A. 6d. a day to the senior assistant in each school ; 4d. to others. [*id.*]

Q. What is the authorized number of school assistants, and how is it to be calculated ?

A. One to every twenty pupils, calculated according to the average daily attendance in the adult and grown children's schools during the week. [Pay Warrant, 777.]

Q. What advantage as to rank is to be given to the senior school assistant?

A. If below the rank of serjeant he is to receive a step of rank. [id.]

Q. What extra duty pay is granted to a school orderly?

A. 1s. a week. [id.]

Q. What is the extra duty pay of acting librarians on board ship?

A. Between England and Cape, or stations east of Cape—

	Whole Period.	Broken Period.
For less than 150 vols., - - - -	10s. 0d.	1d. a day.
„ 150 to 300 vols., - - - -	15s. 0d.	1½d. „
„ over 300 vols., - - - -	20s. 0d.	2d. „

Between England and India, *via* Suez—

For less than 150 vols., - - - -	3s. 4d.	1d. a day.
„ 150 to 300 vols., - - - -	5s. 0d.	1½d. „
„ over 300 vols., - - - -	6s. 8d.	2d. „

Q. To what extra duty pay is the savings bank clerk entitled? [id.]

A. According to the following scale per mensem:—

If under 50 accounts, - - - -	2s. 6d.
From 50 to 74 inclusive, - - - -	3s. 6d.
„ 70 „ 99 „ - - - -	4s. 6d.
„ 100 „ 149 „ - - - -	6s. 0d.
„ 150 „ 199 „ - - - -	7s. 6d.
For every additional 50, - - - -	2s. 6d.

Q. What commission is allowed to a N.-C. officer as auctioneer at a sale of military stores? [id.]

A. 2 per cent.

Q. What extra duty pay is allowed to orderlies in charge of innatics at sea? [id.]

A. Provided no remuneration is issued from the estate of the lunatic, £1 for the voyage by the Cape and stations to the eastward, 10s. for the overland route or voyage from stations west of the Cape. [id.]

Q. What extra duty pay is issued to soldiers acting as telegraph clerks or signal men?

A. Pay varying from 1s. a week to from 4d. to 1s. a day. [id.]

Q. What extra duty pay is granted to the soldier doing the duty of a N.-C. officer above the rank of serjeant during any vacancy in the appointment?

A. 6*d.* a day in addition to pay. [*Pay Warrant*, 777.

Q. What extra daily payment is granted to a soldier clerk employed in the quarter-master's office at home?

A. 6*d.*, but only in the case of battalions with an establishment of not less than 600 men. [*A. Cir.*, 1879, *cl.* 42.

### *Deferred Pay.*

Q. What is deferred pay, and its rate?

A. An addition of 2*d.* a day to the daily pay of soldiers, falling due subsequent to 1st April, 1876; payable when the soldier completes his army service, whether on discharge or on transfer to the 1st class reserve. [*Pay Warrant*, 778.

Q. In what cases are soldiers entitled to receive deferred pay if discharged before the completion of army service?

A. When the discharge is purchased, or on account of unfitness for service, or of reduction of establishment. [*id.*, 780.

Q. What is done with the deferred pay of a deceased soldier?

A. It is accounted for with his other effects. [*id.*, 781.

Q. For what period is deferred pay not to be issued?

A. For any day or days during which the soldier's service is not allowed to reckon towards G.-C. pay and pension; for any periods of prior service forfeited towards G.-C. pay and pension; and for all periods prior to discharge with ignominy, or for worthless and incorrigible character, or conviction by civil power, or sentence to penal servitude. [*id.*, 782, *A. Cir.*, 1879, *cl.* 116.

Q. When a soldier's forfeited service is restored, does the restoration entitle him to deferred pay for the period restored?

A. Yes. [*Pay Warrant*, 782.

Q. When and at what rate is interest allowed on deferred pay?

A. Soldiers serving beyond 6 years will be allowed until their discharge interest at 2½ per cent. per annum on the accumulated amount due to them at the end of 6 years, reckoning from date of attestation. Soldiers serving beyond 12 years will, in addition to deferred pay and interest earned by the first 6 years' service, be allowed interest on the amount accrued during the second 6 years. [*Finance Instructions*, *A. Cir.*, 1879, *cl.* 62.

Q. What deferred pay is entered in pocket ledgers?

A. The amounts, with interest, due at the end of 6 and 12 years respectively. [*id.*

### *Working Pay.*

Q. For what kind of work is working pay issued?

A. For work on permanent military works and public roads; for services required by departments; and subject to the approval of the S. of State for War, for the performance of special duties at sieges. [*Pay Warrant*, 783, 784.



**Q.** Is working pay granted irrespective of any other pay and allowances?

**A.** Yes; but soldiers in receipt of extra duty pay are not entitled to working pay. [*Pay Warrant, 785.*]

**Q.** On what principle is the amount of working pay calculated?

**A.** It is calculated at hourly rates, any fractional part of an hour beyond the first hour being counted as an hour. When daily rates are adopted, no allowance should be made for any less fraction than quarter of a day. [*id., 786, 787.*]

**Q.** What authority is necessary before working pay is issued in any case?

**A.** The performance of the work and the issue of the pay must be sanctioned by competent authority. [*id., 788.*]

**Q.** Should working pay be issued for Sundays or holidays, or to troops on a march, in hospital, or on board ship?

**A.** Not unless the party is actually employed on some indispensable duty, for which working pay would ordinarily be issued. [*id., 789.*]

**Q.** How many hours should there be in an average working day?

**A.** The day should average 8 hours throughout the year. [*id., 790.*]

**Q.** How are the working hours for working parties fixed?

**A.** In general orders at each station. [*id.*]

**Q.** At what rate are officers superintending working parties to receive working pay?

**A.** 4s. for 190 men or upwards, 2s. 6d. for any less number per diem. [*id., 311.*]

**Q.** In what cases only are officers to receive working pay?

**A.** When they are attached to the working party, and attend it throughout the working hours; but in no case is the proportion of one officer at 4s., or two officers at 2s. 6d. per hundred men, to be exceeded. [*id., 313.*]

**Q.** What are the hourly and daily rates of the working pay of N.-C. officers and men, and to what classes of men are these rates applicable respectively?

	Hourly Rate.	Daily Rate.
<b>A.</b> First Rate to skilled artificers, - -	2d.	1s. 4d.
Second Rate to artificers (not skilled workmen); to superior and special labourers, - - - -	1½d.	1s. 0d.
Third Rate to labourers (ordinary), - -	1d.	0s. 8d.
Fourth Rate to labourers (indifferent), -	¾d.	0s. 6d.
Fifth Rate, as compensation merely for wear and tear of clothing, but not in addition to other rate, - - -	½d.	0s. 4d.
		[ <i>id., 791-796.</i> ]

**Q.** In what case only, and at what rate, may working pay be issued to regimental **artificers** who receive regimental pay as such?

**A.** When employed on non-regimental work, for which working pay is issued, they may receive a rate not higher than the fourth. [Pay Warrant, 797, 798.]

**Q.** What rates of working pay are issued to **N.-C. officers** superintending working parties?

**A.** When employed in the proportion of 1 N.-C. officer to 20 men,  $1\frac{1}{2}d.$  an hour, or  $1s.$  a day, unless qualified as artificers and superintending artificers' work, in which case they will receive the first rate. When necessarily employed to superintend less than 20 men, the N.-C. officer will receive  $1d.$  an hour or  $8d.$  a day. [id., 799.]

**Q.** What restriction is placed on the number of **N.-C. officers** receiving working pay?

**A.** It is not to exceed 1 to every 20 men. [id., 800.]

**Q.** With whom rests the responsibility of **placing soldiers on the several rates of working pay?**

**A.** The local heads of departments. [id., 801.]

**Q.** When it is found desirable to employ soldiers on **piece or task work**, on what principle should the tasks be allotted?

**A.** Such as will enable men using fair diligence to earn the same remuneration as would be paid under time rates. [id., 802.]

**Q.** At what rates are **N.-C. officers** to be paid when superintending parties employed on **piece or task work?**

**A.** At daily or hourly rates. [id.]

**Q.** To what class of employment are **daily rates** specially applicable?

**A.** Such as involves daily attendance rather than manual labour. [id., 803.]

**Q.** May working pay be issued for the **time necessarily occupied in marching** a working party to its work?

**A.** Only with the sanction of the officer commanding at the station, when the aggregate distance to and fro exceeds 3 miles, and then only for the distance in excess. [id., 804.]

**Q.** What **additional working pay** may be issued to soldiers employed in water, or on works of emergency at night, or on tide-work out of working hours?

**A.** An addition of one-half to the ordinary rates. [id., 805.]

**Q.** Name some of the rules as to the employment of soldiers in hazardous or dangerous duties, such as emptying stagnant wells or cesspools, and the rates of working pay to be issued in such cases.

**A.** Soldiers should be called upon to volunteer for such duties, and are to be paid at rates, not exceeding twice the first rate

of working pay, approved by the head of the department concerned.

[*Pay Warrant*, 806.]

**Q.** What additions are to be made to the working pay of soldiers employed in diving, or duties connected therewith?

**A.** 1s. an hour to divers; 3d. to soldiers attending the life-line and air-pipe,—for each hour the diver is under water. [*id.*, 807.]

**Q.** What pecuniary penalty may be inflicted on soldiers of working parties who are negligent or inefficient, or who are guilty of misconduct whilst actually employed on the works?

**A.** For negligence or inefficiency, the local head of the department concerned may reduce a soldier's working pay to the rate lower than that in receipt at the time. For misconduct the whole or a part of the working pay for the day may be stopped.

[*id.*, 808, 809.]

**Q.** Is working pay issuable to soldiers employed as clerks, telegraph clerks, signalmen, or draughtsmen?

**A.** No.

[*id.*, 810.]

**Q.** Is working pay liable to any stoppage or deduction on account of regimental debts?

**A.** No.

[*id.*, 811.]

**Q.** When should working pay earned by soldiers be issued?

**A.** As soon as possible after the work has been performed, and before the soldiers quit the station. In no case should payment be deferred beyond the week following that in which the work is performed.

[*A. Circ.*, 1870, *cl.* 142.]

### *N.-C. Officers, Drummers, &c., transferred to the Auxiliary Forces.*

**Q.** Give the daily rates of pay of N.-C. officers and drummers transferred to the permanent staff of disembodied infantry militia.

MILITIA RANK.	<b>A.</b>	{ Serjeant-major, . . . . .	3s. 9d.
		{ Quarter-master serjeant, serjeant performing com- bined duties of quarter-master serjeant and pay-	
		{ master serjeant, . . . . .	2s. 9d.
		{ Serjeant-instructor of musketry, pay-master ser- jeant, orderly-room clerk, drum major, . . . .	2s. 1d.
		{ Drummer, &c., . . . . .	1s. 1d.

[*Pay Warrant*, 828.]

**Q.** What advantage as to rations is received by N.-C. officers, &c., transferred to auxiliary forces?

**A.** They receive free rations or allowance in lieu.

[*id.*

**Q.** What daily pay is issued to a N.-C. officer transferred to administrative regiments of volunteers as serjeant-instructor?

**A.** The same as in the line, with re-engaged pay of 1d., in the case of those entitled to it.

[*id.*, 830, 831.]

**Q.** When the services of a N.-C. officer employed as serjeant-

instructor of volunteers are, under approval of the S. of State, dispensed with by the volunteer C. officer, what becomes of him?

A. If not appointed to another corps he returns to his regiment and is borne as a supernumerary till absorbed. [*Pay Warrant*, 832.]

### *Armourer Serjeants.*

Q. What pay is issued to an armourer serjeant when invalided or when the arms have been transferred to another armourer receiving full (not acting) pay as such?

A. 2s. 1d. a day. [*Pay Warrant*, 838.]

Q. What number of men may be employed as labourers with working pay to assist the armourer in browning arms? For what period?

A. For 10 to 30 rifles 1 man, from 31 to 50 rifles 2 men, and for from 51 to 100 rifles 4 men, may be employed for any period not exceeding six days. [*id.*, 840.]

Q. May an armourer serjeant receive any addition to his pay for work done in repairs necessitated by carelessness or wilful damage?

A. No. [*id.*, 841.]

Q. If an armourer serjeant attached to a regiment is reduced to the ranks, what becomes of him?

A. He is sent, as a probationary armourer, at home to the armourers' depot; abroad to an arsenal or ordnance store station; or is to be discharged. [*id.*, 842.]

Q. When a reduced armourer is detained at a regiment, pending the arrival of his successor, what pay does he receive?

A. The pay of a private with working pay of 1s. a day. [*id.*]

### *Master Tailors.*

Q. What does the Pay Warrant lay down as to the pay of a master tailor enlisted as such?

A. That he is to receive the pay of a serjeant and in addition such rates for making and fitting the clothing as may be fixed from time to time by the S. of State. [*Pay Warrant*, 845.]

### *Provost Serjeants and Provost Cooks.*

Q. Name the ordinary extra pay of regimental provost serjeants.

A. 6d. in addition to regimental pay as long as it is certified that the duties are efficiently performed. [*Pay Warrant*, 846.]

Q. Under what conditions and to what extent may the extra pay of provost serjeants be increased?

A. If the regiment is quartered singly at a station, and provost cells are actually in the provost serjeant's charge, he is to receive

8d. a day ; or if other troops are at the station, and he has charge of their prisoners, he is to receive—

For additional troops of a strength of 100 men or under, 10d. a day.

When over 100 and under 300 inclusive, . . . . . 1s.

When over 300, . . . . . 1s. 2d. „

The provost serjeant of a regimental detachment of not less than 2 companies is to receive pay at 2d. a day less in each case than the foregoing. The provost serjeant in a garrison, who, in consequence of the cells being apart from the barracks, has no police duties, is to receive 8d. only for charge of the cells.

[*Pay Warrant*, 847, 848, 851.

Q. What is the pay of provost serjeants and their assistants, in addition to pay or pension, in all other cases ?

A. Regimental, . . . . .	8d.	} For each day on board ship.
Wing or detachment, not under 2 companies, . . . . .	6d.	
Charge of convicts or C. martial prisoners, if 10 or under, . . . . .	4d.	
If over 10, . . . . .	6d.	
Assistant to provost serjeant (specially authorized)	6d.	
Provost cook (specially authorized), . . . . .	6d.	
		[ <i>id.</i> , 849.

### *Stoppages.\**

Q. To what ration **stoppage** is an officer liable when supplied with rations abroad ?

A. 2½d. a day, with wine, beer, or spirits ; 1½d. a day without ; groceries, 1½d. [*Pay Warrant*, 322.

Q. To what ration **stoppage** is an officer liable while on board ship, and provided with a passage at the public expense ?

A. With wine and beer, 3s. 6d. ; without, 2s. 6d. [*id.*, 324.

Q. Are soldiers liable to any **stoppage** for the ration of bread and meat on shore, or of the ordinary ration at sea ?

A. No. [\*

Q. When a **grocery ration** is supplied as a separate ration, or forms part of the ordinary ration on board ship or ashore, what deduction may be made from the soldier's pay ?

A. 1½d. for each such ration. [*Pay Warrant*, 852.

Q. Whenever a **spirit ration**, or its equivalent, is supplied on board ship or elsewhere, what deduction is to be made ?

A. 1d. per ration. [*id.*, 853.

Q. To what daily **hospital stoppage** is an officer liable ?

A. When dieted in hospital, in the field, or if wounded in action, 1s. ; otherwise 2s. 6d. per diem. [*id.*, 324.

Q. To what daily **stoppages** are soldiers and boys liable when in hospital for *causes other than wounds* or misconduct.

\* For penal deductions from pay see the chapter on Courts-martial.

	MEN.	BOYS.
A. When supplied with hospital diet, -	7d.	6d.
When receiving medical comforts, but not hospital diet, - - -	6d.	6d.

[*Pay Warrant*, 854.]

Q. Is a soldier when in hospital for wounds received in action, or on service in the field, liable to hospital stoppages?

A. Not except in the case of wounds arising from his own carelessness? [*id.*, 855.]

Q. When a soldier is in hospital on account of sickness, certified to be caused by an offence committed by him, to what stoppage is he liable?

A. Stoppage of the whole of his pay, without residue.

[*A. Circ.*, 1879, cl. 269.]

Q. May the stoppage of 6d. for *medical comforts* be imposed on the day of admission to hospital before the soldier has been placed on hospital dietary?

A. No.

[*Pay Warrant*, 857.]

Q. To what stoppage are sick soldiers liable when in *hospital ships* conveying invalids?

A. 6d. per diem.

[*id.*, 857.]

Q. To what stoppage are hospital servants (other than A.H. corps) liable when sick?

A. To the regulated stoppage for hospital diets.

[*id.*, 858.]

Q. On what terms are soldiers of the A. H. Corps (or probationers) dieted in hospital?

A. The same as men of other corps.

[*A. Circ.*, 1879, cl. 217.]

Q. What is the total stoppage which may be imposed on a private soldier to meet the **extra expenses of his mess and personal washing**?

A. 3s. 2½d. per week, or 5½d. per day.

[*Pay Warrant*, 861.]

Q. What proportion of the authorized daily stoppage of 5½d. is to be applied to the soldiers' washing?

A. ½d.

[\*]

Q. How may the **remainder of the soldier's pay**, after providing his extra messing and washing, be applied?

A. To meet any other charges for which the soldier is properly liable, provided that the residue, if any, required by law shall always remain to the soldier.

[*Pay Warrant*, 861.]

Q. Is any saving that may arise on the sum allotted for the extra expense of messing and washing available to meet other charges?

A. Yes.

[*id.*

Q. Are **G.-C. pay and additional pay** available to meet any charges to which the soldier is properly liable?

A. Yes.

[*id.*

**Q.** Who are chargeable with the cost of new **drum heads**, and with that of renewing bugle strings which become unserviceable within the prescribed period?

**A.** The drummers and buglers in charge of the instruments. [Pay Warrant, 862.]

**Q.** Detail the stoppages which may be made to replace **medals** and **clasps** made away with or lost through carelessness.

<b>A.</b> Victoria Cross, . . . . .	£1	4	0
Medal for good conduct or distinguished service, . . . . .	0	7	0
Crimean, Kaffir War, or China Medal, . . . . .	0	7	0
Each clasp for do., . . . . .	0	1	0
Pegu, Cabul, Sutlej, Punjaub, or Burmah Medal, . . . . .	0	9	3
Each clasp for do., . . . . .	0	1	1½
Persian and Indian Mutiny Medal, . . . . .	0	7	6
Each clasp for do., . . . . .	0	1	6
Abyssinian Medal, . . . . .	0	8	6
New Zealand Medal, . . . . .	0	9	0
Ashanti Medal, . . . . .	0	8	0
Each clasp for do., . . . . .	0	1	3

[*id.*, 873.]

**Q.** Is the amount due by a soldier on account of **barrack damages** recovered by stoppage from his pay?

**A.** Yes. [\*]

**Q.** What is the authorized weekly stoppage for **necessaries**?

**A.** It must not exceed 1s. 6d., except at the man's own request, or by sentence of C.-martial. [W. O. Circ., 891.]

**Q.** May stoppages for necessities be made in advance?

**A.** They may, for one month, if the articles are expensive and likely to throw the man in debt, or at his own request. [*id.*]

**Q.** What is the charge for **hair-cutting**?

**A.** 1d. per month. [G. O., 77, 1868.]

**Q.** What stoppages are to have precedence over those on account of **fines for drunkenness**?

**A.** No deduction on account of fines, whether imposed by C.-martial or by a C. officer, is to be made until all other legitimate charges have been satisfied. [A. Circ., 1873, cl. 51]

**Q.** What stoppage may be inflicted by the S. of State for War in pursuance of a **affliction order**?

**A.** 6d. for a serjeant, 3d. for a soldier. [A. D. Act, 139.]

**Q.** What powers does the Army Discipline Act confer on the S. of State for War in cases in which **soldiers desert their wives** or families, or leave them chargeable to any parish.

**A.** He may appropriate 6d. of a serjeant's, or 3d. of a soldier's pay, for their maintenance. [*id.*]

**Q.** What rules are to be observed in inflicting stoppages for wives or children?

**A.** The stoppage is subject to the limitation as to stoppages

fixed by warrant, and is not to take precedence of other proper deductions. Subject to these restrictions, as much should be recovered daily as possible. [*A. Circ.*, 62, 1879.]

*Q.* By whom and how is the amount stopped from a soldier for the benefit of his wife, to be remitted to the woman?

*A.* The C. officer will cause it to be remitted monthly, at home, by means of a post-office order, paid for out of the stoppage; abroad, through the paymaster. Any diminution or cessation of remittances should be explained. [*id.*]

*Q.* When a soldier under stoppage for wife or children is transferred, what document should be sent with him?

*A.* The order for the stoppage. [*id.*]

#### *Advance Pay.*

*Q.* Why is an advance of pay sanctioned for men embarking?

*A.* To provide sea necessities, and meet deductions towards messing, or for rations. [*Pay Warrant*, 885.]

*Q.* How is the amount of advance pay fixed?

*A.* At home, Malta, or Gibraltar, according by the Army Regulations; elsewhere, by the general commanding. [*id.*]

#### *Subsistence of Men in Confinement.*

*Q.* By whom is the cost borne of subsisting prisoners in cells or garrison confinement, and of soldiers released from prison before expiration of sentence, and not doing duty?

*A.* By the public. [*Pay Warrant*, 886.]

*Q.* What charge is borne by the public for prisoners, besides the ration in guard-room or on board ship?

*A.* In guard-room,  $2\frac{1}{2}d.$ ; on board ship,  $1\frac{1}{2}d.$  [*id.*]

*Q.* At what rate are prisoners to be subsisted when in arrest in billets pending trial by C.-martial?

*A.* A rate not exceeding  $10d.$  a day. [*id.*, 678.]

*Q.* Do regiments subsist soldiers in military prisons?

*A.* No. [*id.*, 679.]

*Q.* When a soldier is in a civil gaol, either under sentence of a C.-martial, by award of his C. officer, or as a deserter, what rate is paid to the governor for subsistence in ordinary cases?

*A.* At home,  $1s.$ ; abroad, such sum as the S. of State for War may order. [*id.*, 880.]

*Q.* If a soldier in a civil gaol is to be discharged from service at the expiration of his imprisonment, what sum for subsistence may be issued?

*A.* The rate may not exceed  $1s. 6d.$  a day. [*id.*, 880.]

*Q.* What rate is not to be exceeded for the subsistence of a prisoner in custody of the police on the line of march?

*A.*  $1s.$  a day. [*id.*, 890.]



Q. Is a soldier in a lunatic asylum entitled to pay?

A. No. [Pay Warrant, 891.

Q. What are the rules as to the pay and subsistence of a soldier on day of release from prison?

A. He receives no pay, but a ration. [id., 894.

Q. When soldiers are acquitted, released without trial, or illegally convicted of any charge, how are they settled with?

A. They are settled with for full pay unless the S. of State thinks proper to withhold such pay. [id., 859.

Q. Are prisoners sent from abroad for discharge in England, whilst waiting to embark or on voyage, entitled to pay?

A. No; only to rations or subsistence. [id., 896.

Q. In case of any doubt as to the proper issue of pay, what course may be followed?

A. The pay may be withheld pending reference. [id., 898.

### *Pay when on Furlough.*

Q. What advance of pay is made to a soldier on furlough?

A. An advance at the full daily rate of pay and G.-C. pay, together with the allowance of 6d. a day in lieu of rations for such period as his captain may judge necessary. [Pay Warrant, 900.

Q. May a charge be made in the public accounts for the full amount of pay and allowances advanced to a soldier on furlough?

A. Yes. [Finance Instr., A. Circ., 1879, cl. 62.

Q. May any payments to soldiers on furlough be made by magistrates?

A. No; the whole of the pecuniary transaction is to take place between the soldier and his captain. [id.

Q. What furlough to soldiers re-engaging at home is sanctioned by the Pay Warrant?

A. 2 months from date of re-engagement, or as soon after as circumstances permit. [Pay Warrant, 901.

Q. What gratuity in lieu of furlough is granted to soldiers re-engaging after their corps has been placed under orders for foreign service?

A. £2, subject to a deduction of 8d. a day for any absence, with or without leave, between the dates of re-engagement and embarkation. [id., 902.

Q. When only should the allowance in lieu of furlough be paid to soldiers embarking?

A. On the date of actual embarkation. [A. Cir., 1879, cl. 62.

Q. Under what circumstances may a soldier who has received a gratuity in lieu of a furlough be required to refund the same?

he is prevented embarking through circumstances control. [Pay Warrant, 902.

*Q.* Give the rates of gratuity which may be issued in lieu of furlough to soldiers re-engaging at stations abroad.

<i>A.</i> India, China, Ceylon, Mauritius, Straits, Australia, New Zealand, . . . . .	£5
West Indies, W. Coast of Africa, Bermuda, Honduras, St. Helena, Cape, Canada, . . . . .	3
Gibraltar, Malta, . . . . .	2
Soldiers under orders to proceed from one foreign station to another, . . . . .	2

[*Pay Warrant*, 903.]

*Q.* Are soldiers under orders to return home eligible for a gratuity in lieu of furlough on re-engaging abroad?

*A.* No; they are to receive a furlough after arrival. [*id.*]

#### *Ration Allowance.*

*Q.* In what cases and at what rate may an allowance in lieu of the ordinary ration be issued?

*A.* When the ration is not issued, either under special authority or in consequence of there being no contract at the station, 6*d.* a day is granted to N.-C. officers and men who do not receive a hot meal or allowance in lieu thereof. [*Pay Warrant*, 905.]

#### *Hospital Subordinates.*

*Q.* Detail the regulations as to the extra duty pay of regimental hospital subordinates (not belonging to the A.H. Corps or A.S. Corps).

*A.* N.-C. officers and privates, when necessarily employed, shall receive extra duty pay of 4*d.* a day in addition to the ordinary bread and meat ration. [*A. Circ.*, 1880, *cl.* 56.]

#### *Schoolmasters and Schoolmistresses.*

*Q.* What is the pay of a trained schoolmaster?

*A.* 3*s.* 11*d.* on appointment; increasing by 6*d.* a day for every 3 years' service, until 6*s.* 11*d.* is reached. [*Pay Warrant*, 1010.]

*Q.* What is the pay of schoolmasters who may be serving as 1st or 2nd class schoolmasters under former regulations?

*A.* 1st class, 6*s.* 9*d.*, if re-enlisted, 7*s.* 9*d.*; 2nd class, 5*s.* 3*d.*, if re-enlisted, 6*s.* 3*d.* An increase of 6*d.* a day is granted after 18 years as schoolmaster. [*id.*, 1011, 1012.]

*Q.* What is the pay of a schoolmistress and an acting schoolmistress?

*A.* 1st class, £44; 2nd class, £36; 3rd class, £30; acting, £18; acting, for detachments, £10 to £18 per annum; acting, at sea, 6*d.* a day. [*id.*, 1010, 1029, 1031.]

*Q.* How often should the pay of a schoolmaster and schoolmistress be issued?

*A.* A schoolmaster weekly in arrear; a schoolmistress weekly, or at her option monthly, in arrear. [*id.*, 1013, 1023.]

Q. Whose recommendation is required for the periodical increase of pay to schoolmasters?

A. That of the director-general of military education.

[*Pay Warrant*, 1014.

Q. Are schoolmasters entitled to *furlough* on re-engagement, or gratuity in lieu, under the regulations applicable to other ranks?

A. Yes; provided they have not availed themselves of the special furlough with free passage from abroad granted after 7 years' foreign service.

[*id.*, 1021, 1046.

Q. Name the *stoppages* to which a schoolmaster is liable on board ship and in hospital for himself, and his wife, and for each child.

A.	{	Without troops, if provided with 2nd class accommodation,	{ 7½d. for himself. 4d. for his wife. 2d. for each child.
On board ship,		When not so accommodated,	1½d.
		With troops, and accommodated with his wife as a 1st class staff serjeant,	{ The ordinary stoppage for grocery and spirit ration (whensupplied)
In hospital,			7d.

[*A. Circ.*, 1879, *cl.* 2.

Q. To what stoppage is a schoolmistress (whether wife of a schoolmaster or not, or unmarried, or a widow) liable on board ship and rationed at the public expense?

A. When provided with 2nd class or intermediate accommodation, 4d. a day for herself, and, if a widow with children, 2d. for each child; when provided with staff-serjeant's accommodation and ration, free.

[*id.*

### *Good-Conduct Pay.*

Q. Explain the *conditions and rates* of G.-C. pay.

A. Every soldier under the rank of serjeant is to receive additional pay and G.-C. badges, as follows:—

After 2 years' service, provided his name has not been entered in the regimental defaulter book for 2 years immediately preceding the claim,	{	1d. a day, with 1 good-conduct badge.
Having, for 2 years immediately preceding the claim, been uninterruptedly in the receipt of the next lower rate of good-conduct pay,		
	{	After 6 years' service, 2d. a day, with 2 badges.
		After 12 years' service, 3d. a day, with 3 badges.
		After 18 years' service, 4d. a day, with 4 badges.
		After 23 years' service, 5d. a day, with 5 badges.
		After 28 years' service, 6d. a day, with 6 badges.

[*Pay Warrant*, 1087.

Q. What advantage is given to a soldier of 16 and less than 18 years' service whose name has not been entered in the regimental defaulter book for 14 years?

A. He receives the G.-C. pay of 18 years' service on comple-

tion of the said 14 years' good conduct, and the rates attached to 23 and 28 years' service after 21 and 26 years respectively.

[*Pay Warrant*, 1090.]

*Q.* What advantage is given to a soldier of 21 and less than 23 years' service, whose name has not been entered in the regimental defaulter book for 14 years?

*A.* He receives the G.-C. pay of 23 years' service on completion of the said 14 years' good conduct, and the rate attached to 28 years after 26 years' service. [*id.*, 1091.]

*Q.* What does a soldier of 26 and less than 28 years' service gain by his name not having been entered for 14 years in the regimental defaulter book?

*A.* He receives the G.-C. pay attached to 28 years on completion of the said 14 years. [*id.*, 1092.]

*Q.* What is necessary before any soldier can be advanced to a higher rate of G.-C. pay?

*A.* He must have been in the uninterrupted receipt of the next lower rate for 2 years immediately preceding, except in the case of the special advantages attached to 14 years' continuous good conduct. [*id.*, 1093.]

*Q.* If, having received the advantage for 14 years' uninterrupted good conduct, a man incurs any forfeiture, does he lose all benefit acquired by him for such uninterrupted good conduct?

*A.* Yes. [*id.*, 1094.]

*Q.* What effect, in regard to G.-C. pay, does an entry in the **regimental defaulter book** have on a soldier not in receipt of G.-C. pay?

*A.* It renders him ineligible for such pay for 2 years from date of offence, or from date of his ceasing to forfeit service for such offence. [*id.*, 1095.]

*Q.* What effect does 1 entry in the regimental defaulter book have on the G.-C. pay of a soldier with 1 badge?

*A.* It is forfeited for 1 year from date of offence, or of his ceasing to forfeit service for such offence. [*id.*]

*Q.* What is the effect of a second entry within 12 months after a soldier with 1 badge has incurred forfeiture?

*A.* It renders him ineligible for restoration for 2 years from date of offence, or of his ceasing to forfeit service for such offence. [*id.*]

*Q.* What effect does 1 entry in the regimental defaulter book have in the case of a soldier with 2 badges?

*A.* 1 badge and corresponding pay are forfeited for 1 year from date of offence, or of his ceasing to forfeit service for such offence. [*id.*]

*Q.* When a soldier with 2 badges has forfeited 1, what is the

effect of a second entry within 12 months of first offence, and of a third entry within 12 months of a second?

A. A second entry prolongs the forfeiture of the first badge and pay for a year from date of second offence, or of his ceasing to forfeit service for such offence, and also forfeits the second badge and pay for a year after restoration of the first. A third entry within 12 months of second offence prolongs the forfeiture of first badge and pay for a year from date of third offence, or of his ceasing to forfeit service for such offence; and that of second badge and pay for a year after restoration of first; and also forfeits third badge and pay for a year after restoration of second. [*Pay Warrant*, 1095.]

Q. When may soldiers sentenced by C.-martial to deprivation of G.-C. pay or service regain their badges?

A. In the case of forfeiture of past service or of G.-C. pay absolutely, the soldier may regain them as if he were re-entering the army. In the case of forfeiture for a definite period, the soldier may resume his badges after the expiration of that period. [*id.*, 1096.]

Q. When a soldier has forfeited all his badges and corresponding pay, and his name is again entered in the regimental defaulter book before restoration of any of them, how long must he serve with uninterrupted good conduct to obtain restoration?

A. 2 years for each badge. [*id.*, 1097.]

Q. How soon does a soldier who has forfeited G.-C. pay become entitled to the benefit of the Regulations with respect to further badges and pay?

A. As soon as he has regained the maximum number of badges and the amount of corresponding pay to which he may have been entitled at any former period of his service. [*id.*, 1098.]

Q. If a *serjeant is reduced*, but is not sentenced to forfeiture of G.-C. pay, or convicted of felony, what benefit does he derive from his service as N.-C. officer?

A. He reckons it as G.-C. service, and receives the G.-C. pay of such service in addition to pay as private, subject only to a deduction of 1*d.* a day for one year from date of offence, or of his ceasing to forfeit service for such offence. [*id.*, 1099.]

Q. When a soldier whose service has been forfeited by desertion or other cause is restored to the benefit of such service, what is the effect of such restoration on G.-C. pay?

A. He is allowed to receive G.-C. pay at the rate to which his total service would have entitled him, having regard to the entries in the defaulter book against his name since enlistment, including that in which his service was forfeited. In such cases the uninterrupted possession of a lower rate for 2 years shall not be enforced,

nor until 2 years from the date on which the soldier's service has been re-assessed for G.-C. pay. [Pay Warrant, 1100.

Q. If a soldier does not claim G.-C. pay when entitled thereto, is it to be issued to him nevertheless?

A. Yes.

[id., 1101.

Q. Does a drummer transferred to complete his service in the militia retain his G.-C. pay, and remain subject to the G.-C. regulations?

A. Yes.

[id., 1102.

Q. What description of service is allowed to reckon in the periods necessary to entitle soldiers to G.-C. pay?

A. All service not forfeited by imprisonment, absence from duty or other causes, after the age of 18, in the case of soldiers enlisted under the Act of 1847, or from date of attestation if after the age of 17, in the case of soldiers enlisted under the Acts of 1867 and 1870. Service in the army reserve, in the case of soldiers who rejoined the army from that force before 1st January 1874, counts towards G.-C. pay.

[id., 1103, 1104, 1105, 1106, 1107.

Q. How soon do boys enlisted after the age of 14, under the acts of 1867 and 1870, begin to count service toward G.-C. pay?

A. On attaining the age of 17.

[id., 1105.

Q. When a soldier returns to army service from the reserve, is he entitled to reckon previous service in the army towards G.-C. pay?

A. Yes; whether allowed to reckon reserve service or not, he is entitled to resume all badges which were in his possession at the date of his transfer to the reserve force.

[id., 1108.

Q. How is the service of soldiers volunteering from militia reckoned towards G.-C. pay?

A. Line service from date of attestation is reckoned. Those men who volunteered from embodied militia between 31st December 1855 and 21st March 1861, or from disembodied militia during the last week of training in 1858, and who had previously rendered 6 months' militia service, shall, with the sanction of the S. of State, be allowed to reckon towards G.-C. pay half the embodied service which they had rendered after 18 years of age.

[id., 1109.

Q. What is the rule as to reckoning service towards G.-C. pay of militiamen who have fraudulently enlisted?

A. They are to reckon service only from the completion of their militia engagement, unless permitted to do so from attestation on account of long, faithful, or gallant service.

[id., 1110.

Q. Does Alumbagh and Lucknow boon service reckon towards G.-C. pay?

A. Yes. [Pay Warrant, 1111.]

Q. Does service in the militia in the case of a serjeant *transferred to the permanent staff* thereof and service as serjeant instructor of volunteers reckon towards G.-C. pay?

A. Yes. [id., 1112.]

Q. Does the service of soldiers whilst confined in asylums or in hospitals as *lunatics* count towards G.-C. pay?

A. No. [id., 1113.]

Q. What soldiers, on re-engagement and re-enlistment, **reckon former service** towards G.-C. pay?

A. Soldiers re-engaging during or at the expiration of the first period, and soldiers permitted to re-engage or re-enlist after discharge and to reckon former service under Regulations in force at the time. [id., 1114, 1115, 1116.]

Q. Under what circumstances may former service, forfeited by *non-compliance* as to time with the conditions of re-engagement or re-enlistment, be allowed to reckon towards G.-C. pay?

A. If long, faithful, or gallant service be performed subsequent to re-engagement. [id., 1119.]

Q. If a soldier, discharged for incapacity for further service or other cause, on re-enlisting or re-engaging conceals the fact or *misrepresents the cause of his former discharge*, what penalty in regard to G.-C. pay is incurred?

A. The soldier is not allowed to reckon his former service, unless the same is sanctioned on the ground of subsequent long, faithful, or gallant service. [id., 1120.]

Q. How is the service of a re-enlisted or re-engaged soldier affected by his having received a *settler's gratuity* or temporary pension on discharge?

A. The settler's gratuity must be refunded before the soldier can reckon former service; but this rule does not apply to temporary pensions. [id., 1121.]

Q. What is the rule as to G.-C. pay of soldiers *transferred from the Marines*?

A. They reckon previous service if not forfeited, and keep the rewards in possession on transfer, being subject to Army Regulations as to further rewards. [id., 1123.]

Q. What is the rule as to soldiers who have been discharged from the navy and enlisted in the army reckoning previous navy service towards G.-C. pay?

A. They reckon such service provided not more than 12 months have elapsed between discharge from one service and entry in the other, and provided G.-C. pay was in possession on discharge from the navy. [id., 1124.]

Q. May soldiers, permitted on re-enlistment or re-engagement

to reckon former service, reckon periods prior to discharge and subsequent to re-engagement as continuous service so far as the possession of lower rates of G.-C. pay and absence of name from defaulters books are concerned?

A. Yes.

[*Pay Warrant*, 1125.

Q. Name the cases in which the right to reckon **service towards G.-C. pay is forfeited**.

A. During absence from duty by reason of, 1st, imprisonment by a civil or military court; 2nd, detention awaiting trial followed by conviction; 3rd, desertion; 4th, absence without leave exceeding 5 days; 5th, being a prisoner of war (unless acquitted of neglect and of delay in rejoining), or when convicted of desertion. A soldier forfeits all prior service towards G.-C. pay when convicted of desertion, tampering with eyes, self-injury, &c.; or when sentenced to penal servitude, or discharge with ignominy; or when convicted of felony in a civil court, or of any crime or offence which, if committed in England, would be felony; or when confessing desertion if trial is dispensed with; or he may be sentenced by a general C.-martial to forfeit the advantages of past or future service. [*id.*, 1126, 1127, 1128. 1129. A. *Circ.*, 1880, cl. 55.

Q. Name the cases in which prior service towards G.-C. pay, forfeited on conviction of certain offences, may be restored.

A. When the soldier subsequently performs good, faithful, or gallant service, he may, on the same being certified to the C.-in-Chief, be restored to the whole or any part of his service. [*id.*

### *Savings Banks.*

Q. Who is responsible for the company's savings bank ledger?

A. The captain.

[*W. O. Circ.*, 711.

Q. What is the maximum of each soldier's **deposit** in the savings bank upon which interest is allowed in any one year?

A. £30 (exclusive of interest added).

[*id.*

Q. What is the largest sum which can be held in a military savings bank on account of a soldier?

A. £200 (inclusive of interest added).

[*id.*

Q. What is the smallest sum which a soldier can deposit?

A. 1s.

[*id.*

Q. What are the rules regarding the rate of **interest** allowed on deposits in a military savings bank?

A. The rate is £3, 15s. per cent. per an.; no interest is allowed on other parts of a pound than 6s. 8d., and 13s. 4d., nor on sums that have not remained on deposit at least 1 month, reckoned from last day of settlement; interest is only allowed upon sums withdrawn up to settlement day preceding day of withdrawal, unless such day be settlement day. [*id.*

Q. How often is the interest added to principal?



A. Quarterly, and thenceforward bears interest. [*W. O. Circ.*, 711

Q. When a soldier desires to *withdraw* his deposit or part of it from the savings bank, what is the rule as to notice?

A. He must give at least 7 days' notice; but the captain may messing with such notice, and pay the money at once, if he sees fit. [*id.*]

### MESSING.\*

Q. State how the different articles of the soldier's messing (including the ration) are provided, and show how the *messing stoppage* chargeable to himself is appropriated.

A. The ration of bread and meat is supplied free. The daily messing stoppage of 5*d.* (exclusive of washing) is to be expended (so far as necessary) in articles such as tea, coffee, sugar, pepper, salt, vegetables, flour, oatmeal, milk, &c. Occasionally, for the convenience of corps, some of these articles are supplied as a grocery ration by the control department at a cost of 1½*d.* [*\**]

Q. Of what quantities of bread and meat does the *ordinary ration* consist?

A. *At home, in barracks or stationary quarters*, 1 lb. bread, ¾ lb. fresh meat; *under canvas*, 1 lb. bread, 1 lb. fresh meat; *in billets*, the hot meal defined by the A. D. Act; *abroad*, 1 lb. bread, 1 lb. meat (fresh or salt). [*A. Circ.*, 1878, *cl.* 60.]

Q. In the case of *flying columns*, what liquor ration may be issued, subject to stoppage for the same?

A. ¼th of a gallon of rum, when certified by the senior medical officer to be necessary. [*id.*]

Q. Is the scale of rations for *foreign stations* always adhered to?

A. No; at certain stations special scales, detailed in the local regulations, are in force. [*id.*]

Q. What special scale of rations is prescribed for *active operations in the field*?

A. It is to be fixed in each case by the S. of State, but the following will be adopted as a guide:—1 lb. fresh, salt, or preserved meat; 1½ lb. bread or 1 lb. biscuit; ½ oz. tea; ½ oz. coffee; 2 oz. sugar; ½ oz. salt; ⅓ oz. pepper; ½ lb. fresh or 2 oz. preserved vegetables, or 2 oz. rice or peas; and on the recommendation of the medical officer, 1 oz. lime juice on days when fresh vegetables are not issued, and ½ gill rum. When circumstances permit, the bread may be increased to 1½ lb. [*id.*]

Q. Give the scale of *equivalents* which may be substituted for the following rations when necessary, viz., bread, meat, rum.

\* See also questions and answers on "*Messing and Cooking*" under Queen's Regulations (S. 7, § 97) farther back in this work.

A. 1 lb. bread =  $\frac{1}{2}$  lb. biscuit, or  $\frac{1}{2}$  lb. flour, or  $\frac{1}{2}$  lb. rice; 1 lb. fresh meat = 1 lb. salt meat, or  $\frac{1}{2}$  lb. preserved meat;  $\frac{1}{2}$  gill rum = 1 pint porter. [*A. Circ.*, 1879, *cl.* 247.]

Q. Name some of the cases in which the money allowance in lieu of rations granted by the Pay Warrant is issuable.

A. Those of N.-C. officers and men on furlough; soldier-servants accompanying their masters on leave; recruits entitled to pay but not finally passed; recruiters; soldiers employed as mess servants; soldier-servants of officers living at a distance from barracks. In the last two cases the general officer's authority is required. [*id.*]

Q. Is the ration allowance issuable to those who receive a hot meal or travelling allowance?

A. No. [*id.*]

Q. From what date do soldiers become entitled to rations?

A. From that on which they are taken on the strength of their corps. [*id.*]

Q. How long may the names of soldiers absent without leave remain on the ration list?

A. Not more than 24 hours. [*id.*]

Q. When a regiment or detachment is ordered to any station or encampment, what notification of arrival is to be sent to the commissariat, in order that rations may be ready?

A. Particulars of the time of probable arrival, the number of rations required, and the hour the supplies will be wanted, should be notified on the preceding day. [*id.*]

Q. Describe how rations are accounted for by means of the ration return in garrison.

A. On arrival, and on the 1st of each month, the quarter-master hands the ration return to the commissariat officer in duplicate. The commissariat retains one copy and returns the other to the quarter-master, who on each succeeding day exchanges his copy, similarly filled in, for that retained by the commissariat officer. The quarter-master daily initials the return as an acknowledgement of quantities received. At the end of the month the return, after being signed by the C. officer and recorded by the paymaster, is handed to the commissariat officer as his voucher for the issue to the corps. [*id.*]

Q. How is the proper number of rations for regiments procured in camp or in the field?

A. The quarter-master sends a daily requisition to the commissariat officer showing the number required. Upon this the supplies, or cheques on the magazines for the same, are issued. [*id.*]

Q. What ration return is rendered by companies to the quarter-master?

A. A daily return of the number of rations required for the following day. [\*

Q. When officers and men are **detached in the field**, what document should they take with them in order that they may without difficulty procure rations at the new station?

A. A certificate showing to what date they have been rationed. [A. Circ., 1878, cl. 60.

Q. What extra meat may be issued on repayment to **regimental recreation rooms**?

A. Issues to the extent of  $\frac{1}{4}$  lb. for each N.-C. officer and man in the ration return. [id.

Q. How are **articles of messing** (groceries, vegetables, milk, &c.), exclusive of those supplied by the commissariat department, procured?

A. By contract or from the canteen (if on the regimental system), at the C. officer's discretion. [G. O., 69, 1868.

Q. Describe shortly the course to be followed in **procuring contractors** for the supply of articles of messing, and for the removal of kitchen refuse.

A. Separate and distinct tenders are to be called for by advertisement. No contract is to be for more than 3 months. The tenders are to be received and taken charge of by an officer, and to be considered (samples being tested) by a board of officers, who will submit the tenders with their observations to the C. officer. The latter will then make his selection, and after communicating with the Q.-M.-General's department in the district, complete the contracts. [id.

Q. How should the **board on tenders** for messing contracts be composed?

A. Of a field officer (if practicable) and two captains. [id.

Q. How should **breaches of contract**, allowance of discount, or other irregularities on the part of messing contractors, be recorded for the information of C. officers at the station?

A. Every such case should be reported to the Q.-M.-General's office, where they will be recorded. [id.

Q. Name the principal obligations undertaken by all contractors for the articles of messing.

A. To deliver equal to sample; to deliver them at the station; not to give or lend money to any one; not to give or lend to children; not to deal with unmarried men for ready money only; to adhere to the scale of prices (£50 for groceries or vegetables, £20 for spirits, and securities at £10 each; to deposit £10 in the hands of an officer appointed by C. officer, and to agree to pay out of these sums for breaches of contract; to be subject to the general commanding; to

make good the deposit to the full amount on fines being levied; to provide a pass-book for each company; to send daily for the books, and to return them with prices filled in; to exchange articles rejected by the officer appointed to receive them; and to agree that, if he does not exchange them, the best articles in lieu may be ordered at his expense. [G. O., 69, 1868.]

**Q.** What are contracts for messing to contain, in case of the removal of the corps during the period thereof?

**A.** An agreement that, on the removal, the contract is to cease, unless the C. officer wishes to hold it good with the relieving corps. [*id.*]

**Q.** Name some of the principal obligations undertaken by the C. officer when he accepts any contract for messing.

**A.** That the contractor shall have the sole supply of the articles; to fine the contractor only for breaches of contract; to levy such fines as he thinks just at once; to have the pass-books at the orderly room ready and filled in at half-past 11 A.M. daily; that no complaints will be attended to after articles have been passed by the officer appointed to receive them; that the payments shall be made by the paymaster; and that, in cases of appeal to him, he will see justice done. [*id.*]

**Q.** What hour should be fixed for the delivery of articles of messing?

**A.** Such as will not entail on the contractor the employment of extra hands. [*id.*]

**Q.** Who should attend, in addition to the orderly officers, to receive the supplies of messing articles for the different companies?

**A.** The serjeant cook, orderly corporal, and company cooks. [*id.*]

**Q.** State shortly the course to be followed in settling with the contractors for articles of messing.

**A.** The contractors should send in separate bills against each company and the band on the 1st, 8th, 15th, and 21st of each month. The captains and officer in charge of the band having satisfied themselves that the accounts are correct, will certify the same in the prescribed form, and forward the bills to the paymaster for payment. [*id.*]

**Q.** How often should the contractors be paid for articles of messing?

**A.** Weekly or monthly, at the discretion of the C. officer. [*id.*]

**Q.** How should information regarding the expenditure on account of messing be placed within reach of the men?

**A.** The orderly corporal of each company is to enter the amount of the bills daily in a small book (W. O. Form), which is to be left on a table in the recreation room. [*id.*]

**Q.** How are the charges for *band messing* to be settled with companies?

**A.** A charge for the amount due from each man is to be sent by the officer in charge (after obtaining the signature of the captain) to the paymaster for adjustment. [*G. O.*, 69, 1868.]

**Q.** In what book of each company is the amount received as the company's share of *refuse money* brought to the company's credit?

**A.** In the *messing book*. The amount credited is to be applied in reducing the total charge for *messing* against the men of the company. [*C. M.*, 386.]

**Q.** Describe a company's *mess roll*.

**A.** It forms part of the *pay sheet*, and has a column for each day of the month. Every man is accounted for in the columns opposite his name, as in *mess* or otherwise. The entries should be inspected daily by the captain. [\*]

### THE SUPPLY OF CLOTHING AND NECESSARIES.

#### *Clothing.*

**Q.** On what day of each year should new clothing be issued?

**A.** 1st of April. [*W. O. Circ.*, 891.]

**Q.** How and when is annual clothing *applied for*?

**A.** Requisitions and size rolls are sent to the Director of Clothing; at home, 9 months before the clothing is due; abroad, at earlier periods. [*id.* *A. Circ.*, 1870, *cl.* 80; 1873, *cl.* 107.]

**Q.** What *inspection* is made of clothing on its arrival?

**A.** That of a board. [*W. O. Circ.*, 891.]

**Q.** To whom are proceedings of boards of survey on clothing to be forwarded?

**A.** The original proceedings will be sent to the Director of clothing. When any clothing has been rejected, the C. officer will forward an extract from them according to prescribed form, to the general officer commanding, who will investigate any complaint, record his opinion thereon, and transmit the extract to the A-General. [*A. Circ.*, 1875, *cl.* 112.]

**Q.** Has the board any duty as to the fitting of the clothing?

**A.** To fit 10 per cent. on men of corresponding sizes.

[*W. O. Circ.*, 891.]

**Q.** What *annual report* as to clothing is to be made by C. officers?

**A.** A report to the A-General through the general officer commanding as to its quality and durability. [*A. Circ.*, 1878, *cl.* 76.]

**Q.** What *articles of clothing* does each soldier receive on home service?

A. Tunic, cloth trousers, and 2 pairs boots annually; shako with cover triennially, and summer trousers biennially.

[*W. O. Circ.*, 891.]

Q. Is it necessary that the *summer trousers* should last 2 years?  
A. No; but if worn out sooner they must be replaced at the soldier's expense.

[*A. Circ.*, 1867, *cl.* 16.]

Q. How often are *sashes* issued to serjeants?

A. Every 2 years.

[*W. O. Circ.*, 891.]

Q. By whom and at whose cost is clothing **in material** to be made up?

A. By the master tailor, at the expense of the public. [*id.*]

Q. Is the clothing of regiments issued made up or in material?

A. Made up, except that of staff serjeants, drum-major, band, and 10 suits per company. [*id.*]

Q. What annual rates of remuneration are sanctioned for **master tailors**?

A.

Line and Rifles. Highland Regts.

Minimum allowance, - - - - £34 0 0 £22 15 0

Rate for each man fitted over 420, - 0 1 0 0 0 9

Rate for each recruit, - - - - 0 1 0 0 0 9

[*A. Circ.*, 1880, *cl.* 97.]

Q. Does the master tailor's allowance cover the cost of making up garments supplied in material, or completing made-up garments with chevrons, &c.?

A. No.

[*id.*]

Q. Do the master tailor's allowances and rates cover the alteration of all garments, although two or more may be issued in one year?

A. Yes.

[*id.*]

Q. Is any charge made against the soldier for **sewing on chevrons**, badges, &c., to which he may be entitled?

A. No; the cost is included in the rates authorized for making up clothing, and in the case of altered clothing, may be separately charged against the public. [*W. O. Circ.*, 891. *A. Circ.*, 1874, *cl.* 2.]

Q. With what new clothing (exclusive of shako) is a **recruit approved between 1st April and 30th Sept.** supplied?

A. Tunic, cloth and summer trousers, 2 pairs boots.

[*W. O. Circ.*, 891.]

Q. Are recruits joining between 1st April and 30th Sept. entitled to boots on 1st Oct. of same year?

A. No.

[*id.*]

Q. With what clothing (exclusive of shako) is a **recruit approved between 1st Oct. and 31st Dec.** to be supplied?

A. 1 pair of new boots, and part-worn clothing (including boots) equal to that in wear at the time. [*id.*]

**Q.** If there is no part-worn clothing, and new clothing is issued to a recruit between 1st Oct. and 31st Dec., what new clothing is he to receive on 1st April and 1st Oct. following?

**A.** Tunic, cloth and summer trousers, on 1st April; a pair of boots on 1st Oct. [*W. O. Circ.*, 891.]

**Q.** With what clothing (exclusive of shako) is a recruit approved between 1st Jan. and 31st March to be supplied?

**A.** New articles to last to 31st March of following year; cloth trousers and boots on 1st Oct. after approval. [*id.*]

**Q.** How are boys during probation clothed?

**A.** They receive a greatcoat, pair of boots, and cloth trousers, in addition to kit. [*G. O.*, 105, 1868.]

**Q.** When does clothing become the soldier's property?

**A.** After it has been full time in wear, and been replaced by next issue (except shako, leggings, and greatcoat). [*W. O. Circ.*, 891.]

**Q.** May clothing be continued in wear for additional periods?

**A.** Yes; at the discretion of the general commanding. [*id.*]

**Q.** How are new articles of clothing which may be surplus in store to be disposed of?

**A.** If not wanted they may be sold to soldiers. [*id.*]

**Q.** What prices are to be charged for such articles?

**A.** Such as may be published in the list of necessaries; but if not included therein, the compensation prices, with 5 per cent. added. [*id.* *A. Circ.*, 1871, cl. 45; 1875, cl. 24.]

**Q.** How is part-worn clothing, if sold to soldiers, charged for?

**A.** According to the period in wear. [*W. O. Circ.*, 891.]

**Q.** What is done with part-worn clothing if not required?

**A.** If with regiments at home, and fit for use, it is issued to recruits or sold by auction; if with regiments abroad, or unfit for use, it is sold on the spot. [*id.*]

**Q.** How is the clothing of transferred soldiers provided for?

**A.** They take greatcoats and articles (except shakos) that can be worn in the new regiment, the expense of necessary changes being defrayed by the public, unless the transfer has been at their own request for their own convenience; when their clothing cannot be thus worn, they take cloth trousers and a pair of boots only, and are dealt with in the new corps as recruits. [*id.*]

**Q.** How is a soldier to be clothed if transferred to the army reserve during the first quarter of the financial year?

**A.** He is to wear his old clothing, and receive compensation from 1st April to date of leaving the regiment. [*A. Circ.*, 1876, cl. 154.]

**Q.** What are the rules as to the compensation and clothing of soldiers transferred to the militia permanent staff?

**A.** They are to be settled with as regards compensation in lieu

of clothing, up to the date of their leaving their corps. They will take greatcoat, frock, trousers, and boots, but only such other articles of clothing as can be made available in the new corps by alteration. [A. Circ., 1876, cl. 7.]

**Q.** What rules are laid down as to the disposal of articles of clothing brought by **volunteers from the militia**?

**A.** If in bad condition they are to be sold (except the greatcoat), notification being made to the militia regiment; if otherwise, they are to be returned to the militia regiment (including the greatcoat). The greatcoat, if unfit, is to be reported to the director of clothing and retained pending his instructions. [A. Circ., 1877, cl. 178.]

**Q.** How are men who join the army on the **mobilisation of the militia reserve** to be clothed?

**A.** They are to bring frock, trousers, cap, boots, shirts, and socks, expense of any necessary alterations being chargeable to the public. They will then be supplied with the remaining articles. [A. Circ., 1877, cl. 104.]

**Q.** How are men re-clothed **after desertion** or confinement?

**A.** With part-worn clothing, if practicable. [W. O. Circ., 891.]

**Q.** How is a soldier clothed on appointment as **drummer**?

**A.** Under the same rules, but without compensation. [*id.*]

**Q.** How is a soldier clothed **on reduction** from serjeant?

**A.** If no part-worn clothing is available, as a recruit. [*id.*]

**Q.** Are men charged for damage to **returned clothing**?

**A.** Unnecessary damage only, not fair wear. [*id.*]

**Q.** Are men whose service will expire, or who intend to purchase **discharge** between 1st April and 30th June, to receive clothing?

**A.** No; they will receive compensation. [*id.*]

**Q.** What clothing are discharged soldiers allowed?

**A.** Between 1st July and 31st December, a part-worn tunic, cloth trousers, and boots which have been 3 months in wear; after 31st December, such clothing (except shako) as would have become their own on the 1st April. [*id.*]

**Q.** What is to be done with the clothing of soldiers sent to civil or military prisons under sentence of discharge with ignominy?

**A.** With the exception of one pair of boots, it is to be taken back to the corps by the escort. [A. Circ., 1879, cl. 80.]

**Q.** What is to be done as to the clothing of soldiers discharged with ignominy direct from a regiment?

**A.** It is to be taken into store, certain articles of civilian clothing being issued in lieu. [*id.*]

**Q.** When clothing of **soldiers who become non-effective** by death, desertion, discharge with ignominy or for bad conduct, has been taken into store, how is it to be disposed of?



[illegible]

and cap), will be issued by the Director of Clothing in addition to the necessaries authorised for prison use.

[*A. Circ.*, 1875, *cl.* 150; 1876, *cl.* 101.]

Q. Name the prices of new **greatcoats**.

A. *Greatcoat*—staff, £1 3s.; other ranks, 15s. 2d. *Cape*—staff, 10s.; other ranks, 8s. 4d. [*A. Circ.*, 1874, *cl.* 2.]

Q. By whom are greatcoats supplied and maintained?

A. The public supply them; but the soldier is liable for damage through neglect or misconduct. [*W. O. Circ.*, 891.]

Q. How is the amount to be charged to the soldier fixed when a greatcoat is lost or damaged?

A. By the value and time in wear. [*id.* *A. Circ.*, 1868, *cl.* 39.]

Q. What is the rule as to replacing worn-out greatcoats?

A. If the coats have been the full time in use, they will be examined by the departmental officer. He will exchange such as he finds unserviceable. In North America, and during field operations, new ones may be issued a year earlier, on the request of the general in command. [*W. O. Circ.*, 891. *A. Circ.*, 1880, *cl.* 258.]

Q. What is done with unserviceable greatcoats?

A. They are returned to the nearest commissariat officer, except 10 per cent. or more if necessary, for the use of invalids, &c., and such as are necessary for repairs to others. [*W. O. Circ.*, 891, 921.]

Q. What is done with greatcoats of non-effective men?

A. They are issued to other men. [*id.*]

Q. Are discharged soldiers allowed to take greatcoats with them?

A. Invalids and time-expired men are allowed a condemned or old greatcoat. [*id.*]

Q. What are the Regulations as to the issue of **watch coats**?

A. They are issued on 1st November, and returned on 1st April. Abroad, they are issued for use during the recognized winter months. [*Q. M. G. Circ. Mem.*, 137.]

Q. What is the rule as to the period of wear and disposal when worn out of watch coats?

A. They are to be used for six years, and prior to exchange are to be examined by the departmental officer whose duty it is to account for such articles. He will exchange such coats as he finds unserviceable. [*A. Circ.*, 1879, *cl.* 258.]

Q. What are the rules as to issue, duration, and disposal when worn out, of **leggings**?

A. They are issued by the public, and replaced after 3 years, on report of a board. The condemned articles are returned to store on receipt of the new. Soldiers are liable for damage other than fair wear. [*W. O. Circ.*, 891.]

Q. Should transferred men take leggings with them?

A. Not unless specially ordered. [*id.*]

Q. Name the price of leggings

A. 3s. 4d.

[W. O. Circ., 891.

Q. By whom is the cost of marking leggings defrayed?

A. The public, on first issue of the articles.

[id.

Q. How are leggings to be charged for if rendered unserviceable by unfair usage?

A. The full price in the first year after issue; afterwards a deduction at the rate of 1s. a year is to be made.

[id.

Q. At what price may leggings be sold after 3 years' wear?

A. 4d. per pair.

[id.

Q. What are the rules as to the supply, duration, and repair of colours?

A. They are issued by the public, and are to last 20 years. They are repaired at the public expense.

[id.

Q. What rates are allowed for marking all the articles of clothing, including head dress, greatcoat, cape, and leggings?

A. 2½d. each man per annum.

[A. Circ., 1880, d. 15.

### *Clothing and Necessaries for Brigade Depots.*

Q. Is clothing issued ~~made up or in material~~ to brigade depots?

A. Always made up.

[A. Circ., 1874, d. 116.

Q. Should a separate requisition for clothing be made by each detachment composing a brigade depot?

A. Only when patterns differ.

[A. Circ., 1880, d. 72.

Q. Should separate requisitions for necessaries be made by each detachment composing a brigade depot?

A. No; the requisition should be for the brigade depot generally.

[A. Circ., 1873, d. 106.

Q. Should accounts of clothing for detachments of a brigade depot, and of the brigade depot necessaries, be kept separately?

A. Yes.

[id.

Q. Is a separate store of necessaries to be kept for each detachment composing a brigade depot?

A. Yes.

[A. Circ., 1873, d. 106.

Q. What store of necessaries will be allowed for each detachment in a brigade depot?

A. Such as may be sufficient for a three months' supply.

[id.

Q. What number of old greatcoats are allowed to brigade depots for the use of recruits proceeding to join their regiments?

A. 50 for each brigade depot, or such lesser number as may be actually required.

[A. Circ., 1875, d. 64.

Q. What officer is to conduct all correspondence relating to clothing and necessaries in brigade depots?

A. The C. officer.

[id.

*Necessaries.*

*Q.* How are **sealed patterns** of necessaries obtained?

*A.* By requisition to the Director of clothing.

[*W. O. Circ.*, 891. *A. Circ.*, 1870, *cl.* 80.]

*Q.* How are recruits and boys supplied with necessaries on **enlistment**?

*A.* Both receive free kits, to be kept up at their own expense; the boys' kit is without pack, mess tin, razor, or shaving brush, but in the case of regiments using knapsacks, includes a canvas bag.

[*A. Circ.*, 1869, *cl.* 32; 1873, *cl.* 145.]

*Q.* What is the rule as to necessaries on **re-engagement**?

*A.* The soldier is to supply himself. [*A. Circ.*, 1869, *cl.* 32.]

*Q.* What rate of compensation is allowed in lieu of a free kit on **re-enlistment** if the man does not require a kit in kind?

*A.* Line regiments, and Highlanders with trews, £1, 9s. 0d., kilted regiments, £2, 19s. 0d.; in both cases, if equipped with knapsacks, 8s. extra. [*A. Circ.*, 1874, *cl.* 2.]

*Q.* Where and how are necessaries to be **issued**?

*A.* In presence of the quartermaster or his serjeant, in the store, and nowhere else, on the written requisition of officers commanding companies. [*W. O. Circ.*, 891. *A. Circ.*, 1869, *cl.* 32.]

*Q.* At whose expense is the **marking** of necessaries, in conformity with the Queen's Regulations, executed?

*A.* That of the soldier, with the exception of the first kit, the **marking** of which is charged to the public. [*W. O. Circ.*, 891.]

*Q.* When and where are necessaries to be marked?

*A.* In the store before issue. [\*]

*Q.* What sum is allowed for marking a free kit?

*A.* One shilling for each man. [*A. Circ.*, 1880, *cl.* 15.]

*Q.* When small numbers are marked, what is charged?

*A.*  $\frac{1}{2}$ d. per article; a pair to count as 2. [*id.*]

*Q.* Name the articles of necessaries, and their **prices**.

<i>A.</i>	<i>s.</i>	<i>d.</i>
Badge for cap, { staff,	1	0 $\frac{1}{2}$
{ other ranks,	0	3 $\frac{1}{4}$
Bags, valise,	1	9 $\frac{1}{2}$
Blacking, tin of,	0	2
Boards, for knapsacks,	0	3
Braces, pair of,	0	10 $\frac{1}{2}$
Brush, brass,	0	7
" cloth,	0	9 $\frac{1}{2}$
" shaving,	0	3 $\frac{1}{2}$
" shoe { blacking,	0	4
{ polishing,	0	7 $\frac{1}{2}$
Button holder, brass,	0	1 $\frac{1}{2}$

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1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

... a person over 18 years of age at the time of the ...

*Q.* When a regiment embarks for India, where is the list of necessities to complete the twelve months' supply prescribed by the Queen's Regulations to be found?

*A.* In the annual price list. [*A. Circ.*, 1875, *cl.* 25.]

*Q.* How are necessities issued and charged for?

*A.* The quartermaster issues, on requisitions of captains, and renders an account to the paymaster of the sum to be charged against each company. The paymaster recovers the amount, and credits it to the public in his quarterly pay list. [*W. O. Circ.*, 891.]

*Q.* Is a transferred soldier to supply himself with necessities in consequence of difference of regimental pattern?

*A.* Only if transferred at his own request. [*id.*]

*Q.* Do soldiers take necessities with them to hospital?

*A.* Yes; they are kept in the hospital store. [\*]

*Q.* Do soldiers take necessities with them to prison?

*A.* Only those necessary for going and returning. [*Prison Reg.*]

*Q.* How are necessities for use in provost cells obtained?

*A.* They are applied for, and issued with the prison clothing. [*A. Circ.*, 1877, *cl.* 101.]

*Q.* When a soldier is sentenced to imprisonment for a term not exceeding 1 year, what is done with his kit?

*A.* Retained and re-issued to him. [*W. O. Circ.*, 891.]

*Q.* What may be done with the necessities of a soldier sentenced to imprisonment for more than a year, if retained on the strength?

*A.* His kit may be sold, and the balance, after paying debts, credited to the public. On rejoining, he will be supplied at the public expense with such articles as were sold. [*id.*]

*Q.* Have men who lose their necessities on becoming prisoners of war any claim against the public on account thereof?

*A.* No; but on rejoining they may be recommended for fresh necessities at the public expense. [*id.*]

*Q.* May the C. officer modify the list of sea necessities?

*A.* Yes, according to the probable duration of the voyage, which must depend on the description of vessel. [*id.*]

*Q.* Should sea necessities be marked?

*A.* Yes. [\*]

*Q.* May sea kits be continued in use after disembarkation?

*A.* With the approval of the gen. officer. [*G. O.*, 104, 1880.]

*Q.* Name the prices of sea necessities.

	<i>s.</i>	<i>d.</i>
<i>A. Bag,</i> . . . . .	1	1½
<i>Belt, flannel,</i> . . . . .	1	7
<i>Blacking, tin of,</i> . . . . .	0	2
<i>Boots, knee, pair of,</i> . . . . .	20	0
<i>Brush, scrubbing,</i> . . . . .	0	6½
<i>Cap, worsted,</i> . . . . .	0	7½

A. The pouches and ammunition bag together carry about 60 or 70 rounds, and 20 rounds more may, if necessary, be carried in the pockets of the valise, making 70 or 80 in all. [G. O., 62, 1878.]

Q. Describe how the braces are put on.

A. The back straps of the braces are to be fastened to the buckles of the short strap, from the front brace ring under the arm, when the braces can be put on like a coat. The long straps on each front brace ring are then to be passed through the triangular loops on the waistbelt and back to the buckle, just below the brace ring. [G. O., 62, 1878.]

Q. How is the ammunition bag carried?

A. From the ring on the right side, the bag being brought up inside the waistbelt as far as it will go to keep it steady. [id.]

Q. How is the greatcoat carried with the ammunition, but without the valise?

A. The coat straps are passed from below upwards through the loops on the brace straps behind, and the coat secured. A twist of the coat strap should be made in the loops to prevent the coat slipping down. [id.]

Q. What are best sizes for folded greatcoats?

A. 8 inches (or for small men 7 inches) high by 16 inches in width. [id.]

Q. In packing the valise, what use should be made of the towel?

A. It should be rolled and placed along the inside at the top of the kit, so as to form a ridge, except when the canteen is to be worn. [id.]

Q. Name in the order in which they are packed the articles which are to be carried in the valise.

A. Trousers, boots, shirt, holdall, socks, brush, pocket ledger, cape. Other small articles may be placed in any vacant space. [id.]

Q. In fixing the brace straps to the valise, what should be studied?

A. To buckle them at such a point as will enable the man to carry the valise easily. Every man should try two or three holes until he finds what is most comfortable. [id.]

Q. In putting on the valise equipment, what points should be attended to in order to promote the comfort of the man?

A. The side strap should not be too tight; the ring should be well out from the arm; and the bridge bar buckle should be allowed to fall back about  $\frac{1}{2}$  inch from the back. The length of the side strap and the straps from the ring to the bottom of the valise should be altered until perfect ease is obtained. In no case should the ring be brought too far under the arm. [id.]

Q. When only may the canteen be carried on the greatcoat?

A. When the valise is not worn. [id.]

## The Construction of Shelter-Trenches, and the Entrenchment and Fortification of an Outpost.

[*Q. Reg.*, S. 4, § 25 (e).]

### THE CONSTRUCTION OF SHELTER-TRENCHES.

#### *Definitions of Terms.*

*Q.* What is meant by a **bern**?

*A.* A space left clear of earth, between the foot of the slope of a parapet, and the excavation from which the earth was taken to form the parapet. [*F. Ex.*, p. xxx.]

*Q.* What are **breastworks**?

*A.* Low parapets. [*id.*]

*Q.* Explain the meaning of a **cross-section**.

*A.* A representation of the surface that would be exposed if the object were cut vertically across. [*id.*]

*Q.* What is meant by the **cutting-line**?

*A.* The line along a man's front which marks the length of his task. [*id.*]

*Q.* What is a **ditch**?

*A.* An excavation made in front of a parapet, either as an obstacle, or simply for obtaining earth for the parapet. [*id.*]

*Q.* What is the meaning of the term **entrench**?

*A.* To entrench means to increase the power of defence of a position by the use of field works, defensible posts, or even shelter-trenches. [*id.*]

*Q.* What is a **longitudinal section**?

*A.* A representation of the surface that would be exposed if the object were cut vertically along its length. [*id.*]

*Q.* Describe a **parapet**.

*A.* A parapet is a mass of earth, or other materials, raised to screen or protect the defenders from the missiles of the enemy. [*id.*]

*Q.* Give a definition of a **plan**.

*A.* A drawing of an object as seen from above on a horizontal surface, which is represented by the drawing paper. The word "plan" in engineering is also applied to a representation of the surface that would be exposed if the object were cut horizontally at any level. [*id.*]



- Q.** What is a **profile** ?  
**A.** The outline of the cross-section of the work. [*F. Ex.*, p. xxx.]
- Q.** What is a **ramp** ?  
**A.** A sloping road to enable horses or waggons to pass up and down to different parts of works. [*id.*]
- Q.** What is meant by the **reverse of a trench** ?  
**A.** The solid ground immediately in rear of a trench. [*id.*]
- Q.** Explain the meaning of the term **reverse slope**.  
**A.** The reverse slope is the slope at the rear of a trench. [*id.*]
- Q.** Define the meanings of **revet** and **revetment**.  
**A.** To revet is to make a revetment, which is a support of any kind intended to retain earth at a slope steeper than it would stand by itself. [*id.*]
- Q.** What are **rifle-pits** ?  
**A.** Excavations for the use of marksmen at a siege. [*id.*]
- Q.** What is a **shelter-pit** ?  
**A.** A shallow excavation for the use of a single skirmisher, for a short period of time. [*id.*]
- Q.** What is a **shelter-trench** ?  
**A.** A shallow trench sufficient, with its parapet, to cover troops in line, kneeling or lying. [*id.*]
- Q.** To what is the term **task** applied ?  
**A.** The amount required to be done by one man (or a squad) in one period of work. [*id.*]
- Q.** What is a **trench** ?  
**A.** An excavation made in rear of a parapet, to enable shelter to be more readily obtained. [*id.*]

### *General Rules.*

- Q.** State generally the **class of cases** in which only it is desirable to provide shelter for troops.  
**A.** Those in which it may be possible to prevent unnecessary exposure without harassing the men. [*F. Ex., Shelter Trenches.*]
- Q.** In what cases is the **advantage of cover** for troops the greatest ?  
**A.** Those in which the enemy has to advance unprotected against them. [*id.*]
- Q.** Is it always necessary, in order to shelter troops, to provide artificial cover ?  
**A.** No ; the features of the ground will, in many cases, be such as to give natural cover. [*id.*]
- Q.** Are shelter trenches sufficient for every case in which it is desirable that artificial cover should be made for troops in the field ?

A. No; an inferior force may have to strengthen its position by entrenchments or even field works. [*F. Ex., Shelter Trenches.*]

Q. Is it advisable to provide hasty cover for troops in line of battle and prepared to act on the offensive?

A. Yes; but the trenches should not offer any obstacle to the advance of the troops posted in them. [*id.*]

Q. In providing hasty or temporary shelter, what amount of cover is necessary?

A. Such as will protect men in a great measure from the effects of shrapnel and rifle bullets, besides screening them from view. [*id.*]

Q. What is the penetration of rifle-balls into newly excavated earth at 220 yards and 10 yards respectively?

A. It does not exceed 12 inches at 220, or 20 inches at 10 yards. [*id.*]

Q. What should be impressed on the men as the object of shelter trenches?

A. To afford cover from the fire of the enemy, until the moment arrives for advancing against him. [*id.*]

Q. When tools for skirmishers are provided, in what proportion should they be distributed?

A. In the proportion of one pick and one shovel to every group of fours. [*id.*]

Q. For how many men is a shelter-pit constructed?

A. One only. [*id.*]

Q. What should be the depth of a shelter pit?

A. About 10 inches where the man's body will be, and about 6 inches in the other parts. [*id.*]

Q. In what cases should artificial cover be provided for the mounted officers' horses?

A. When a battalion covers itself in shelter-trenches in a situation where no natural cover can be found within reasonable distance for the horses. [*id.*]

Q. What labour and time are required in ordinary ground for making shelter-pits and charger-pits?

A. Each man ought to be able to make a shelter pit for himself in five minutes. Three men should complete a charger-pit in two hours. [*id.*]

Q. Who should be capable of quickly selecting the most suitable positions for shelter-trenches?

A. Officers and N.-C. officers. [*id.*]

Q. In the execution of shelter-trenches what working parties are employed, and who is responsible for the work?

A. The working parties should be composed of whole companies, their officers being held responsible that the trenches are executed

in accordance with instructions, and in the shortest possible time. [*F. Ex., Shelter Trenches.*]

**Q.** In tasks for shelter-trenches, what calculation should determine the number of men to be employed?

**A.** It should be calculated that an unskilled labourer can excavate 1 cubic yard per hour, working for at least four consecutive hours, and also that the distance between the diggers should not be less than two paces (5 feet). [*id.*]

**Q.** What width of trench (5 feet long by 18 inches deep) may each digger be expected to execute in half an hour, one hour, and two hours respectively? What degree of shelter would be obtained in each case?

**A.** In *half an hour*, a width of 2 ft. 6 in., or shelter for one rank kneeling.

In *one hour*, a width of 5 ft., or shelter for two ranks kneeling.

In *two hours*, a width of 8 ft., or shelter for two ranks and supernumeraries. [*F. Ex.*]

**Q.** What is the rule as to the tools required for and strength of a working party in making shelter trenches?

**A.** Each digger will ordinarily require a pick and shovel; but in order to facilitate transport of tools, and to provide for covering and changing the diggers, the strength of the party should be double the number of diggers. Each man would thus carry one tool. [*id.*]

**Q.** Describe the formation of working parties, and the method of laying out tools.

**A.** The companies are formed up in quarter-column on one flank of the tools, which are to be laid out in pairs, and in rows corresponding with the number of companies and files in them. The intervals between the sets of tools to be one pace, and the distances between the rows six paces. The tools should, in the first instance, be issued to the rear ranks, to obviate the possibility of a blank file taking up one. [*id.*]

**Q.** When tools are carried, what is the most convenient way of carrying the rifle? Give the commands for the purpose.

**A.** Diagonally across the back, sling over left shoulder, muzzle upwards. The ranks having been opened and arms brought to "the advance" (or "shoulder" in rifle battalions) "FOR SHELTER TRENCH EXERCISE SLING—ARMS" is given; and when it is desired to unsling, "ORDER—ARMS." [*id.*]

**Q.** Describe the method of issuing tools when laid out in rows.

**A.** The command is given, "WORKING PARTY, REAR RANKS, LEFT (OR RIGHT)—TURN. FILE ON TOOLS." The markers on the flank towards which the men turn will place themselves on the further flank of the row of tools for their companies. "QUICK—

**MARCH** " the rear ranks step off, and each receives from the guide, "*No. —, Halt—front,*" when each rear rank is in rear of its tools. The guides will see that each man places himself in rear of the proper set, and then give "*No. —, Take up tools,*" when each man will advance the left foot a short pace, and having taken up a shovel in his right hand, and a pick in his left, without noise, will come to "*attention*" holding the tools at the trail, iron to the front and vertical. The guides then march the rear ranks into their position in the column, and give "*Transfer—tools,*" when the rear rank will transfer the shovels to the front ranks. [*F. Ex.*]

**Q.** How is the issue made when the tools are in heaps?

**A.** The ranks turn to the left (or right) and receive their tools while filing past their heaps. Front ranks receive shovels, rear ranks picks. After the men have passed the heap they will wheel to the left (or right) about, and on reaching the left (or right) of their company will left (or right) form. [*id.*]

**Q.** In which hand should each man carry his pick or shovel in marching?

**A.** In the left. [*id.*]

**Q.** In turning in file (or about), and when marching in file, how are tools to be carried in order to prevent noise?

**A.** In *turning*, the handles should be brought into a vertical position by lowering the iron part of the pick, and raising the iron part of the shovel, resuming the trail when the turn is complete. When *marching in file* the handles should incline outwards in order to enable the files to close up. [*id.*]

**Q.** On approaching the position fixed on for **forming shelter-trenches**, what course is to be followed?

**A.** The ranks told off as covering party will (by command) transfer their tools to the ranks to be employed in digging. The working party will then be extended at such intervals as may be directed. If the party be advancing, the working rank is halted at 12 paces in rear of the proposed trench, the other rank continuing to advance until it is in a good position for covering the working rank. If the party is retiring, the covering rank will be halted and fronted, with a similar object, before it reaches the proposed trench, the working rank continuing to retire till it is 12 paces in rear of it. A guide and two serjeants remain with the working rank of each company; the captain retaining charge of both ranks. [*id.*]

**Q.** On the *completion of shelter-trench exercise*, what is invariably to be done?

**A.** The working ranks will take up their arms, and fire will be opened as may be directed, after which the order will be given to conclude with a charge. [*id.*]

Q. State what course is to be followed in the extension of working parties.

A. The men being in single ranks are marched in column to the rear of one flank or centre of the line on which they are to be extended. If the extension is to be to the left the command will be, "By successive COMPANIES, RIGHT—TURN, LEFT—WHEEL," and when the leading man is one pace in rear of the proposed shelter-trench, "LEFT—WHEEL, RIGHT FORM IN EXTENDED ORDER, AT TWO (OR MORE) PACES INTERVALS." [F. E.]

Q. After a working party has been extended, how is each man's task allotted and marked?

A. The guide should pace along the line, which at night should be marked by a tracing tape, and halt at every two paces, when the man whose portion he has paced should, with his left hand, drive his pick into the ground to mark the left of his task, placing his shovel on the ground at right angles to the pick, blade to the left. A N.-C. officer should follow the officer to assist in placing the men. [id.]

Q. Should the men of a working party commence work as soon as they are extended?

A. No; they should lie down and await orders. [id.]

Q. When a working party is armed, how are the arms to be disposed of during the construction of the shelter-trench?

A. The men will, by word of command, turn about and take two paces to their rear and ground arms, or pile, at the option of the C. officer. [id.]

Q. Describe the method of ~~extending tasks~~ in the shelter-trench exercise.

A. The working party, on arriving at the place of deposit, will be formed in quarter column. The rank carrying the tools will receive, "FRONT (OR REAR) RANK, RIGHT (OR LEFT)—TURN," the guide moving with it. On "PREPARE TO DEPOSIT TOOLS," the markers on that flank will move out and indicate the place where the inner flanks of the ranks are to rest, which should be 4 paces clear of the column. "QUICK—MARCH." When the rank has cleared its marker, the guide will give, *Yo. —, Halt, Front—draw, Ground—tools.* When the guide has ascertained that the tools are correct he will give "Order—arms," and then march the rank back into its position in column. [id.]

Q. Are tools always to be returned by the rank which originally took them up?

A. It is desirable that they should. [id.]

Q. State some of the rules as to ~~sitting in trenches~~.

A. It is recommended that the trenches should not be filled in on the day on which they have been made, nor by the men as a

battalion, but that a fatigue party (or defaulters) should be employed. [F. Ex.]

*Q.* When filling in trenches, what lengths of trench should each man fill in an hour?

*A.* 8 paces of trench, 2 feet wide.

4 paces of main trench, 4 feet wide.

2 paces of main trench, 8 feet wide. [id.]

*Q.* How long should two men take to fill in a charger pit?

*A.* One hour. [id.]

## ENTRENCHMENT AND FORTIFICATION OF AN OUTPOST.

### *General Rules.*

*Q.* Give a general definition of the meaning of the terms "entrenchment" and "fortification."

*A.* Any space enclosed more or less completely by a parapet and ditch is an entrenchment. Fortification is the art of constructing military works for defensive or offensive purposes.

*Q.* What general rule is laid down in the "Field Exercise" as to the entrenchment or fortification of outposts?

*A.* An officer ought to strengthen his post, when practicable, by constructing abattis, breastworks, &c.: when the defence of a bridge or ford is entrusted to him, he ought invariably to throw up something of the kind to protect his men and impede the advance of an enemy. An officer ought not, however, without permission, to block up a main road with other materials than such as are easily removed.

*Q.* In strengthening an outpost, what points should be attended to first?

*A.* The first point is to place the men under cover, and secure freedom of communication between all parts of the position, by making passages through enclosures, &c.; the second, to throw as many obstacles as possible in the way of their assailants.

*Q.* How should roads and defiles in front of the sentries of an outpost be treated?

*A.* They should be temporarily blocked (not destroyed).

*Q.* In deciding on the position of works and obstacles to strengthen an outpost, what immediate objects should be aimed at?

*A.* To occupy the passes by which the enemy might advance with facility, and particularly points where the ground would permit of a certain amount of resistance. The object should be to narrow the openings towards the enemy, and so restrict his points of attack to those where the difficulties of the ground are greatest. Care should be taken to place the works so that they cannot be

easily turned. Where the defenders are not required to shut themselves up in the post, the arrangements for defence should be combined with those for retreat at the proper moment.

**Q.** In deciding on the **nature and extent of works** for strengthening outposts, what considerations must guide the officer?

**A.** The time and means at disposal and the object in view. The resistance should be proportioned to the importance of the post; but in the absence of special instructions, an outpost should always prepare to dispute the ground to the best of its ability, so as to force the enemy to deploy considerable forces before it gives way.

**Q.** In what way should an outpost avail itself of the **natural features of the ground** in its vicinity?

**A.** Natural obstacles in front or on the flanks should be taken for cover, and strengthened as an impediment to the enemy's advance, obstacles in rear of the post which might interfere with retreat should be cut through or removed, care, however, being taken to retain and strengthen such of them as would afford new defensive positions in retiring.

**Q.** Name some of the natural and artificial objects which might be combined with special works in any scheme of defence.

**A.** Marshes, rivers, cliffs, hollows, heights, embankments, brushwood, dykes, hedges, walls, buildings, villages, &c.

**Q.** Name some of the readiest and simplest means of strengthening a post **when time presses**, and the means of the defender are limited.

**A.** Felling timber, loopholing walls, making breastworks of any materials at hand, such as stacks, bales, sand bags, or trusses, or barricades of carts, casks, planks, ladders, &c.

**Q.** Where outposts are **posted in woods**, how may they rapidly shelter themselves?

**A.** By clearing spaces with the axe, and placing themselves on the edge of them, under the cover of abattis.

**Q.** Why is the proximity of a wood or other cover in front or flank a source of danger to an outpost?

**A.** Because, unless it can be occupied, the enemy might be able to advance through it and surprise the post.

**Q.** Is a wood in rear of an outpost an advantage or otherwise, and why?

**A.** An advantage, because it would favour the retreat.

**Q.** When, as is often the case, an outpost necessarily occupies a **defective position**, in what manner only can it be strengthened?

**A.** By artificial means, and by such measures as may prevent the enemy from availing himself of the inherent faults of the position.

**Q.** In all defensive positions, what, as a rule, are the weakest points?

**A.** The flanks, except when these rest on impassable or difficult ground.

**Q.** In placing his works, what advantage should the officer in charge of the outpost study to secure over his assailant, with reference to facility of movement from point to point?

**A.** He should endeavour to place them so that his troops may only have to traverse the chord of the arc which the enemy would have to describe in his offensive movement.

*Earthworks applicable to Outposts.*

**Q.** What general conditions should be fulfilled by all temporary defensive works?

**A.** They should afford cover to the defenders, and enable them to use their arm with effect, whilst they should detain an advancing enemy under fire and check his progress.

**Q.** What profile is most applicable to the entrenchment of an outpost?

**A.** No rule can be laid down, as the profile must be that which best suits the ground as well as the object of, and the time and means available for, its construction. A parapet and ditch may answer best at some points; a parapet with a trench and ditch at others; whilst in many cases it might not be possible or desirable to attempt more than an ordinary shelter-trench.

**Q.** What is a parapet?

**A.** A shot-proof shelter thrown up to protect the defenders and enable them to use their weapons with effect.

**Q.** What distinction is there between a trench and a ditch?

**A.** The trench is in rear of the parapet, the ditch in front.

**Q.** What height may in most cases suffice for a parapet for the defence of an outpost?

**A.** 6 feet or even in some cases  $4\frac{1}{2}$  feet, when the earth for the parapet is taken from a ditch. The parapet may be made as low as 3 to  $3\frac{1}{2}$  feet when the earth is taken from a trench. The height must, however, depend on the importance of the post, and on the command necessary to give sufficient cover.

**Q.** What are the advantages of forming the parapet with a trench instead of a ditch?

**A.** Cover is more speedily obtained, since every foot of depth of the trench gives nearly two feet of cover; the fire from a trench being grazing is more likely to be effective, and troops can charge over the parapet on a wide front.

**Q.** Where the soil is hard and impracticable, how may cover be obtained most easily?



A. By taking the soil for the parapet both from a ditch in front and a trench in rear.

Q. Name some of the methods which may be adopted to improve the cover afforded by the parapet.

A. Sand bags or sods may be placed upon it, openings being left for rifle muzzles, or short blocks of wood may be arranged transverse to the parapet, so as to conceal the heads and shoulders of the defenders.

Q. As a soldier standing on the banquette of the parapet cannot see into the ditch immediately below him, what arrangement should be made in tracing works with ditches to remedy this defect?

A. If possible, the ditch should be flanked by the fire from some part of the work.

Q. How is a timber parapet or stockade formed?

A. The logs should be 8 inches thick, and stand close together at least 8 feet out of the ground. The loopholes should be 6 feet above the exterior ground. Obstacles should be used to keep the assailant under fire, or a ditch may be excavated and the earth heaped against the stockade.

Q. What tracing would be most applicable to the entrenchment of an outpost?

A. The tracing must depend on circumstances. The front may be covered by a line of breastworks, conforming to the features of the ground, or the most assailable points only may be secured.

Q. In tracing works what should be avoided with reference to commanding ground in the vicinity?

A. Directing the faces or other long lines of parapet on it.

Q. Name some of the open works most commonly employed.

A. Redans, redans with auxiliary flanks; lunettes.

Q. Describe a redan.

A. It is composed of two faces forming a salient angle, and is open at the gorge.

Q. For what purpose is the redan most applicable?

A. To cover bridge-heads, roads, or approaches, and to afford protection for an advanced post in front of other works.

Q. What method is there of tracing redans so as to obtain a flanking defence for the salient angle?

A. By breaking the outline of their faces at 50 or 60 yards from the salient angle, and adding short perpendicular flanks.

Q. What is a lunette?

A. It is a work open at the gorge, having two faces forming a salient angle, and two flanks parallel or nearly so, to its capital.

Q. When is a work said to be enfiladed?

A. When it is exposed to a raking fire.

**Q.** What is the usual calculation by which the length of parapet is proportioned to the number of men?

**A.** If supported by other troops or works, 3 feet of parapet is allowed for each man; if not supported, 3 feet for every 2 men, besides a reserve of one-sixth to one-third of the whole.

**Q.** When open works are placed at intervals to defend the approaches to a position, how may such works be protected?

**A.** When practicable, they should be so disposed as to afford each other a flanking defence; besides which, if the position be an important one, a second line may be placed on its strong points to command the advanced works.

**Q.** State what advantages lines with intervals possess over continuous lines.

**A.** They are more easily constructed, they can be held by a smaller force, they do not throw obstacles in the way of offensive movements, the fall of a part does not compromise the whole.

### *Construction of Field-works to strengthen Outposts.*

**Q.** At what slope will earth stand by itself?

**A.** Generally at a slope of  $\frac{1}{2}$ , but a slope of  $\frac{3}{4}$ , or even less, in embankments 12 feet high should be allowed.

**Q.** Name some of the methods of revetting or sustaining slopes of earth.

**A.** Clay mixed with earth moistened and kneaded, sods of turf, fascines, gabions, sand bags or hurdles, may be used as substitutes for retaining walls.

**Q.** Describe the method of revetting a steep slope of a parapet with sods of turf.

**A.** The sods are cut 18 inches long, 12 inches wide, and 4 or 5 inches thick; sometimes they are cut of unequal sizes. They are then laid, with the grass downwards, in layers alternately, and should be arranged so that the joints do not lie immediately over each other. Each sod should be secured by driving two or three pegs of wood through it.

**Q.** How are fascines fixed in their places in the construction of parapets and other works?

**A.** By means of strong pickets of wood.

**Q.** Describe how sand bags are placed in a revetment.

**A.** They are placed in single rows, one above the other until the required elevation is gained. In the first or lower row the bags are laid perpendicularly to the face of the work; in the second parallel to it, and so on alternately.

**Q.** Describe the hurdle revetment.

A. Hurdles 6 feet long and 2 feet 9 inches high are made of brushwood and attached to the parapet by strong anchoring pickets.

Q. What is the **first step to be taken** in the construction of a field-work?

A. The work should be traced on the ground, pickets being driven in at the angles, and the lines joining them scored with a pickaxe.

Q. The lines joining the angles having been marked on the ground, what step should be taken next in the tracing of a field-work?

A. Profiles made of strips of wood should be set up on every line, showing the exact shape of the parapet, to guide the working party in its construction. The escarp and counterscarp should then be traced, and the drainage of the work having been provided for, the excavation of the ditch may be proceeded with.

Q. In the construction of a parapet, what precaution should be adopted, when time permits, to guard against subsequent reduction of bulk by the natural settling down of the earth?

A. The earth should be well rammed down into a compact state as it is thrown up.

Q. What is a **fair day's work** for a man in ordinary soil when throwing up entrenchments?

A. From 1 to 2 cubic yards per hour, according to the soil.

#### *Use of Obstacles in strengthening Outposts.*

Q. What **conditions** should all obstacles fulfil in order to be really efficient?

A. They should be under the fire of the defenders, but not of the assailants: they should not afford cover to the enemy, or be such as can be easily removed.

Q. At what points in front of a defensive position is it especially desirable that the assailants should be checked by obstacles?

A. At those where the fire of the defenders will be most destructive.

Q. Name some **natural objects** which may frequently serve as obstacles.

A. Marshes, inundations, water-courses, precipices, and rugged ground.

Q. Name the principal **artificial obstacles** applicable to the defence of outposts.

A. Trous-de-loup, small pickets, entanglements, abattis, artificial inundations, barricades.

Q. What are **trous-de-loup**?

A. Conical pits, 4 to 8 feet deep, with a sharpened stake firmly fixed in the bottom of each.

**Q.** In what case are trous-de-loup especially applicable?

**A.** In the defence of positions exposed to attacks of cavalry.

**Q.** How are small pickets used as obstacles?

**A.** They are 2 or 3 feet long, sharpened and placed irregularly in the ground, or they may be placed in small pits or furrows to conceal them.

**Q.** How is an entanglement formed?

**A.** By entwining prickly bushes with small pickets driven into the ground, or by covering any sharp pointed obstacles with cut furze or branches.

**Q.** What are abattis?

**A.** They are lines of felled trees with the branches pointed and laid towards the enemy. The stems are bound together, and the whole are securely picketed to the ground.

**Q.** How should abattis be concealed from the view of the enemy?

**A.** By a small glacis.

**Q.** How may a good defence be extemporized by means of an abattis alone?

**A.** By digging a trench behind it, the earth being thrown up against the stump end of the abattis.

**Q.** What other obstacles may be resorted to?

**A.** Farmers' harrows picketed securely to the ground; planks with spikes or nails; and jagged stones.

**Q.** Describe some methods of barricading a street or opening.

**A.** Carts, barrels, tables, benches, &c., may be used. Carts deprived of their wheels, or casks may be filled with stones, earth, rubbish, &c., so as to form a rude parapet. Ditches and abattis may be added.

### *Fortification of Outposts at Bridge-heads and Fords.*

**Q.** When the outpost at a bridge is placed on the **defending side** of the river, what measures may be taken for its fortification?

**A.** Ordinary field entrenchments may be used in combination with or without other works to strengthen the position and obstruct the passage of the bridge, which, like any other approach, should be blocked and placed under commanding fire, both from the front and from the flanks. The bridge should not be destroyed without reference to competent authority.

**Q.** What should be carefully weighed before deciding on the **destruction of bridges**?

**A.** The importance of the object must be weighed against the risk of subsequent inconvenience to the troops themselves.

**Q.** What is the quickest method of rendering a stone bridge impassable?

A. Cut a trench over the crown of the arch, and charge it with 300 or 500 lbs. of powder; cover it with planks and earth, and fire the powder. Or a less quantity of powder suspended under the crown and exploded will effect the purpose.

Q. How may floating bridges be destroyed?

A. By means of drift timber and floating objects; boats and vessels filled with combustibles and torpedoes.

Q. How are wooden bridges destroyed?

A. By gunpowder, or by setting them on fire. A few loaded grenades or shells may be placed on the bridge to prevent any attempt to extinguish the flames.

Q. When the outpost at a bridge is placed on the enemy's side of a river, what description of works would be proper for its security?

A. The outpost might protect itself by works similar to, but on a smaller scale than those that would be required were the primary object in view to hold the bridge against an attack in force. An ordinary *ête de pont* usually consists of a work open at the gorge, with its flanks resting on the river, and some such work might be adopted by an outpost. The tracing should provide a flanking fire, which might be aided by the fire of guns, covered by epaulements, on the defending side of the river.

Q. Name some reasons why it is not usually desirable that an outpost at a bridge should fortify itself on the enemy's side of a river.

A. Because, were the defence to last too long, the enemy would succeed in placing the bridge itself under such an overwhelming fire that the withdrawal of the outpost would become a matter of great difficulty.

Q. What works should be constructed to favour the withdrawal at the proper moment of an outpost placed at a bridge-head on the enemy's side of the river?

A. Traverses should be constructed to protect the bridge from fire, and a line of epaulement or trench, or other works, should be drawn along the river on the defending side to cover the retreat and obstruct the enemy's passage.

Q. When an outpost is placed on a river for the purpose of watching a ford, or a point where the enemy is likely to attempt to construct a bridge, with what view should the position be fortified?

A. To enable the outpost to obstruct the passage till assistance arrives from the main body.

Q. In tracing works for the protection of outposts, watching fords, rivers, &c., what should be studied?

A. The entrenchments should not be unnecessarily exposed

either to the view of the enemy, or to the fire of his guns. Any wood or other cover at hand should be taken advantage of, and a commanding fire should be brought to bear not only on the place of passage, but if possible on the approaches to it.

**Q.** Name some methods of making roads impracticable or difficult.

**A.** By digging pits, planting stakes, throwing in felled trees, narrows, ploughs, &c., or by driving in carts full of stones, and taking off the wheels.

### *Fortification of Outposts in Villages, Houses, &c.*

**Q.** In considering whether a village occupied by an outpost is eligible for a protracted defence, what should be taken into account?

**A.** That impediments in the immediate neighbourhood, which obstruct an assailant, favour the defenders; that the vicinity of rivers or streams may be turned to useful account; and that villages commanded by heights or constructed of combustible materials, such as wood or thatch, are ineligible for defence. It must be considered whether the extent of the village is in proportion to the means and time at the disposal of the defenders.

**Q.** What steps should be first taken when putting a village in a state of defence?

**A.** To select a strong masonry building, which should be fortified as a keep; to clear the approaches of cover which may favour an assailant or obstruct the defence; to complete the enclosure of the place, and close all openings except such as are required by the defenders; to throw up field-works and loophole walls, so as to take advantage of salient points and procure a flanking defence; and to create as many obstacles as possible to the enemy's advance.

**Q.** In clearing the approaches to a village, at what height from the ground should the wood be cut?

**A.** At 2 feet, so as to impede the enemy's advance without masking the fire of the defenders.

**Q.** Should all hedges be cut and walls levelled, in the vicinity of a village, which are not necessary to the defence?

**A.** Only such as run parallel to the front of defence. Such as are at right angles to it, and are enfiladed on both sides by the defenders' fire, may be left standing, so as to break the attacking columns in their advance.

**Q.** In order to complete the defensive enclosure of a village, should a ditch be dug round it?

**A.** Yes; when there is time. A ditch should in all cases be cut in front of such parts as consist of walls and enclosures.

**Q.** Name the different methods of closing openings or avenues.

A. By means of palisades, stockades, barricades, or ditches, strengthened by abattis.

Q. In order that **obstacles** placed in approaches may be effectual, what arrangements should be made for their defence?

A. They should be flanked by loopholing the neighbouring houses.

Q. How should openings necessarily left in the defensive enclosure of a village for the purpose of **sallies**, &c., be defended?

A. By means of tambours, barriers, chevaux-de-frize, &c.

Q. What is meant by a **tambour**?

A. It is an external barricade to a door or opening, generally in the form of a small *fleche*, and may be a stockade or loopholed wall.

Q. How may a **river or stream** in the vicinity of a village be turned to useful account by the defenders?

A. By inundating such parts of the ground as will obstruct the attack and cover the defence.

Q. When placing a village in a state of defence, what internal arrangements should be made to facilitate **communication** between different parts of the works?

A. A passage or opening all round should be made immediately in rear of the works.

Q. If there should be troops only sufficient to defend part of a village, what arrangements should be made?

A. A part only should be entrenched, the remainder being cut off by barricades and other defences.

Q. Describe how a **hedge** may be rapidly converted into serviceable cover for troops.

A. By cutting it over at about  $6\frac{1}{2}$  feet from the ground, and digging a ditch in front of it, the earth being thrown up on the hedge so as to form a parapet 15 or 18 inches thick at the top, with a banquette in rear; or by digging a trench in rear, or a ditch in front and a trench in rear, the earth being thrown up as in the first case, to form a parapet.

Q. When a wall is **loopholed** for defence, what precaution should be taken to prevent the enemy from closing on the loopholes, and so deriving as much benefit from them as the defenders?

A. The loopholes should be at least 8 feet from the ground on the outside, a banquette being constructed inside for the defenders; or a ditch may be dug outside, 3 or 4 feet deep, the earth being thrown up against the wall.

Q. How may a banquette be rapidly formed inside a wall?

A. By means of casks, planks, furniture, &c.

Q. How should an officer entrusted with the defence of a village dispose his force?

*A.* Having posted piquets and sentries, he should divide the remainder into three parts; the first to occupy such parts of the works as can be assailed, the second to support and relieve the first party, and the third to act as a reserve. If there is artillery, it ought to be disposed so as to fire on the enemy in his advance, and protect the points most liable to assault.

*Q.* Detail the steps to be taken in placing a **detached house** in a state of defence.

*A.* Barricade doors and windows, loophole them, loophole walls, break communications through partitions, sink ditches opposite doors and windows, loophole upper floors, cut away staircase and substitute ladder, level cover outside, arrange a flanking defence by means of tambours, remove combustible roofs and materials, collect water to extinguish fire, cut up roads and arrange obstacles, arrange communication with the rear.

*Q.* How may a **wall** be made available for defence?

*A.* By loopholing it; or, if very low, by placing a piece of timber along the top, leaving openings beneath it to fire through.

### *Defence of Entrenchments, &c., occupied by Outposts.*

*Q.* In defending a work, what arrangement should always be made as to a **reserve**?

*A.* A reserve of one-third, and in some cases one-half of the garrison, should be stationed either in the reduit or in some secure part of the work, in readiness to fall on the enemy with the bayonet should an entrance be effected.

*Q.* What method should be adopted of preventing the **musketry** **fire** from beginning too soon during a defence?

*A.* The extent of effective range should be marked all round the work.

*Q.* What **preparations** should be made beforehand to receive the enemy should he succeed in descending into the ditch?

*A.* Live shells, grenades, and cans of powder, provided with fuzes, should be on the banquette, and round trunks of trees on the superior slope, in readiness to be rolled into the ditch.

*Q.* How should the **defenders** be placed on the parapet?

*A.* One rank of men should be on the banquette to fire, the other at the foot to load.

*Q.* How **many men** ought to line the parapet?

*A.* A file to each yard.

*Q.* Where artillery is available for the defence of an outpost where should it be placed?

*A.* Wherever it may best command, and flank the points presenting the most favourable chances to the enemy.



Q. When is a gun said to be "en barbette"?

A. When placed so as to fire over the parapet.

Q. How may the gunners firing a gun "en barbette" be protected?

A. By means of a movable mantlet on the parapet.

Q. What are traverses?

A. They are masses of earth erected in the form of a parapet, to protect the face of a work from the effects of enfilade fire, or to cover an opening in a work.

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***ERRATA.***

**PAGE 8, 6th line from top, delete 1876.**

**„ 32, 2nd line from top, last word, read *files* in place of *file*.**

**„ 36, last line, first word, read *the* in place of *he*.**









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